



## Guidance for the Review and Approval of District Evaluation of Certificated Personnel

State Statute §79-318

State Statute §79-828

Any changes to district certificated employee evaluation policy or practices must be submitted for review and approval by the Nebraska Department of Education (NDE) Office of Accreditation, Certification, and Approval. Official approval of changes to certificated employee evaluation policy and practices should be secured prior to implementation of the changes within the district, which includes any pilot activities that might be embedded within broader district certificated employee evaluation policy or practices.

This guidance outlines procedures for submitting a request for review and approval by the Office of Accreditation, Certification, and Approval.

- Use the Certificated-Employee Checklist to review Rule 10 requirements for certificated employee evaluation policies and procedures.
- Send an email review request for any revised evaluation policies with significant updates highlighted or explained in a brief narrative to: ([nde.accreditation@nebraska.gov](mailto:nde.accreditation@nebraska.gov)).
- Send an email review request for any revised evaluation procedures with significant updates highlighted or explained in a brief narrative to: ([nde.accreditation@nebraska.gov](mailto:nde.accreditation@nebraska.gov)).
- NDE Accreditation Consultants will respond by indicating approval or with an explanation of necessary adjustments to meet Rule 10 requirements.
- Upon completion of the NDE review, secure approval by the local district Board of Education.
- Send the Board of Education minutes indicating the approval of the updated system to: ([nde.accreditation@nebraska.gov](mailto:nde.accreditation@nebraska.gov)).
- NDE Consultants will send a formal letter of approval upon receiving the Board of Education minutes.
- All approved district certified employee evaluation policies and procedures are maintained at the NDE Accreditation Office.

Please contact the NDE Office of Accreditation, Certification, and Approval with any questions.