

Good morning,

This email provides important information regarding student learning objectives. Please read carefully.

Re-opening of LinkIt:

LinkIt will be open between February 3, 2014 and February 28, 2014 to allow for the following:

- Teachers to enter approved targets for second semester courses, where applicable
- Teachers to enter approved targets that were not entered prior to LinkIt closing in December, where applicable
- Teachers to enter adjusted targets, per the guidelines set forth below
- Teachers to correct targets that were set incorrectly

Please note the following:

- Where targets were set, but not approved prior to close of LinkIt in December - Principals will have the discretion to approve targets for applicable courses for which teachers set targets, but targets were not previously approved. Principals may allow for entry of new targets into LinkIt if the principal determines that, since the close of LinkIt in December, the teacher has made a good-faith effort to work with the principal/administrator to establish reasonable targets

Target Review:

Teachers may review targets set prior to the close of LinkIt. Targets may be adjusted for unexpected changes in students' circumstances. The following conditions apply to adjustments:

- No downward adjustments for "failing" targets
 - Percentage based targets that are 65 for general education or 55 for "safety net" students may not be adjusted downward
 - Sub-level based targets (mid-level 2, high level 1, etc.) that are one sub-level or less above prior student performance may not be adjusted downward. i.e., If a student was a mid-level 1 at the beginning of the year and the current target is high-level 1, the student's target may not be adjusted downward
 - Level-based targets that are less than a level 3 may not be adjusted downward
- Allowable adjustments:
 - Attendance - Targets may be adjusted due to a student's attendance only if a student's absenteeism for the 2013-2014 school year is $\geq 15\%$ of the student's historic absenteeism and there is evidence that the student academic performance has declined as compared to the student's performance in prior school years
 - Classification - Change in classification status may be considered when reviewing targets, adjustments may be made if a student's performance thus far this year falls below historical performance

- Change in student's personal circumstances – if significant event occurred in student's personal life, adjustment to targets may be made if a student's performance thus far this year falls below historical performance

Please not the following:

- All adjusted targets must be approved by the building principal/designated administrator
- You do not need to adjust/create targets due to changes in enrollment that occurred in your classrooms after October 25, 2013, unless your roster has turned over by 40% or more
 - Students who were transferred into or out of your class(es) after October 25, 2013 will not count towards your State Growth rating
- If you have had a turnover of 40% or more in your student roster, you will need to re-do your SLO. Please contact the APPR mailbox if you believe you require a new SLO

General information:

SLO targets will be audited centrally to ensure that targets entered into LinkIt match the approved targets that were signed off by the principal and attached to teachers' evaluations in ePerformance.

Teachers who set incorrect targets, e.g. they set a percentage target and should have set a level based target, will be contacted.

If adjusted targets are approved, the original ePerformance attachment should be deleted and the new targets attached. The new attachment should indicated "ADJUSTED TARGETS" at the top of the attached document. The hard copy of the original and adjusted targets must be maintained.