



# Georgia Department of Education TKES Teacher Quick Reference for Orientation

## How to Sign-off on Orientation

-  The red asterisk indicates a required field.
-  All containers are **locked** until the **Orientation** is submitted.

1. From the home page, click on the **Teacher Keys Effectiveness System** for the current school year.

**MY EVALUATION** 2018-2019 ▾

Name	Step	Updated
Teacher Keys Effectiveness		

2. Click on **Orientation** to expand the container.

 Orientation (Flex Plan)
 ▾

3. Click on **Orientation** to expand the sub-container.

● Orientation \*

4. Review the **Assurances**.

**Teacher Assurances**

*In accordance with O.C.G.A. § 20-2-210, I certify the following assurances.*

- \* My school has communicated a plan to ensure all required Observations are conducted and Professional Growth Plans are developed, and necessary documentation is collected in a timely manner.
- \* My school has communicated a plan to ensure that all aspects of TKES are implemented and adequate support is provided for all aspects of the evaluation tools.
- \* My school has communicated the process that defines teacher attendance expectations and I understand those expectations as related to the use of student growth in evaluation.
- \* A process has been communicated to ensure all teachers will verify class rosters and will maintain accurate student attendance records.
- \* I have access to the TKES 2017-2018 Handbook
- \* I understand the 2017-18 TKES evaluation system

5. Click **Submit** to confirm you have reviewed the assurances in the Orientation container.

By clicking the Submit button below, I acknowledge the Orientation was completed. Once I click Submit, the step will be marked complete and uneditable.

Submit