

Georgia Department of Education

TKES Teacher Quick Reference for Pre-Evaluation Conference

To Acknowledge Pre-Evaluation Conference

- ✖ The red asterisk indicates a required field.
- i A conference may be conducted with small groups or individuals. The evaluator and teacher contribute to conference content, including a review of the Self-Assessment, student growth data, or other TKES processes.

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 **Self-Assessment & Pre-Evaluation Conference** to expand the container.

Self-Assessment & Pre-Evaluation Conference (Flex Plan)

Self-Assessment Pre-Evaluation Conference

3. Click on **Pre-Evaluation Conference (Teacher)** to expand the section. This section will not have any information until the Evaluator has completed their Pre-Evaluation.

● Pre-Evaluation Conference (Teacher) *

4. Click on the **EDIT** button to enter comments.



5. Provide comments and add attachments (optional). To return to the comments before completion, click the **Save For Later** button. Click **Save & Submit** to submit. Once submitted you will no longer be able to edit.

Teacher Comments

Date of Conference
06/21/2018

Teacher Comments

Format B I U

Attachment(s)
ATTACH FILE(S)

There are no attachment(s).

SAVE FOR LATER SAVE & SUBMIT CANCEL