

## Administrative Memo

**Date:** January 5, 2016  
**To:** School Administrators  
**From:** Paul Katnik, Assistant Commissioner, Office of Educator Quality  
**Subject:** EQ-16-001 – Sample Teacher Summative Form with Student Growth

Districts and charter LEAs are collecting student growth data on all teachers in all content areas in the 2015-16 school year. The data will be collected again next year before it is used on the summative evaluation form in spring 2017. The Department has provided a sample [summative evaluation form](#) with student growth data for districts and their teachers to consider as they prepare for this final phase of evaluation implementation.