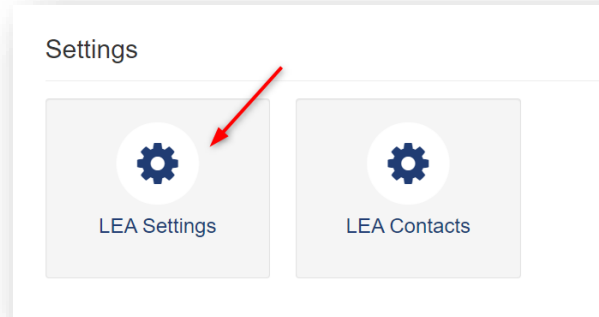


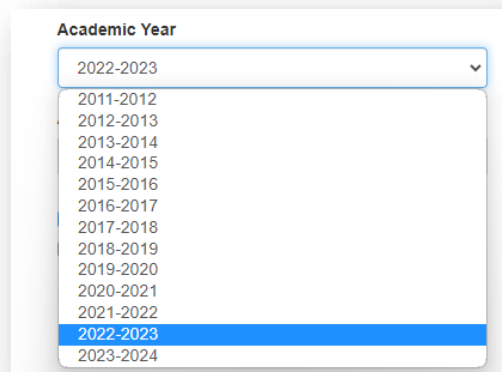
LEA Evaluation Flexibility Settings User Guide

Access to these settings is limited to Evaluation Administrators, Superintendent Designees, and Superintendents.

1. When you log into your TNCompass account, click on the Administration tab.
2. Click on **LEA Settings** under the Settings section of the Administration tab.

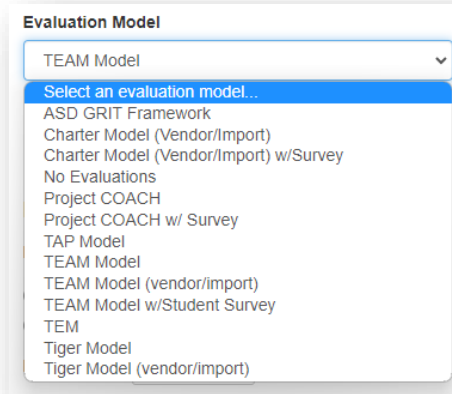


3. The first time you click on **LEA Settings**, a notification will pop up prompting you to read the linked guidance document for **LEA settings**. Once you have read the linked document, check the box confirming you have read it, and then click **Acknowledge**.
4. When you access LEA settings, you may view past years' settings by clicking on the dropdown menu for **Academic Year**. Past years' settings are viewable but cannot be edited.

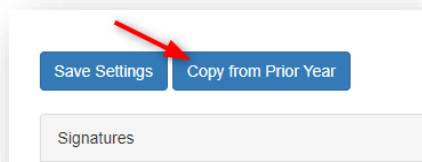


5. Once you select the upcoming **Academic Year**, you may make your evaluation setting selections. *The state deadline for making changes to the settings will be displayed at the top of the settings page.*

6. Choose the **Evaluation Model** from the dropdown list.



7. Once you have chosen the evaluation model for your district, make selections on whether to use the *4/5 Trump Rule for Tested Teachers* and whether to use the *Individual Growth Scores in Pacing Guide Calculations*.
8. You will also need to make selections for *Non-Tested Teachers*. For the Non-Tested Teacher options, only one option may be selected per grade, but different options may be selected from one grade to another. [Per the TDOE guidance document:](#)
- Each district and charter must select **at least** one option for non-tested teacher groups—portfolio or state board-approved universal reading screener. For a state board-approved universal screener to generate a growth score for teachers, it must be the same screener used to satisfy the requirements of the Tennessee Literacy Success Act. Districts and charters receiving VPK funding are **required** to implement selections for pre-K and kindergarten (if both grades exist within the district/charter).*
9. If you want to use the same evaluation settings as the prior year, you may click the button **Copy from Prior Year**, and that will enter in the same settings your district used for the previous **Academic Year**. When copying from a prior year, you will still need to select the Non-Tested Teacher options.



*Note: you will **not** be able to make changes to the Survey Percentage and Admin Rubric fields in the settings. Please disregard those fields.*

10. Once you have made your setting selections, you may click on **Save Settings**. A confirmation box will appear. Check the box to send a request to your district superintendent to sign the settings, and then click Save. Once the settings are signed, you will not be able to make changes unless the signature is removed.
11. If you need to make changes after the settings are signed, click on the **Remove Signature** button, and then make the changes. Once you click on **Save Settings** after making the changes, a notification will be sent to the superintendent asking them to re-sign the settings.