IEP Evaluations

Updated June, 2009

Student evaluations should take place in week 8 or 9. You need to choose an evaluation template, customize it, and copy the student evaluations for your class.

Information about the Evaluation Templates:

The IEP evaluation templates are based on the ABE/ESL Evaluation templates. For information about the ABE/ESL evaluations and about how to create your evaluations, go here: Evaluation Template.

The IEP templates (links are below) have yellow highlighting on the “notes to teacher.” These notes will need to be deleted when you print your customized evaluation form.

Evaluation Process:

- Get a clean, large manila envelope from one of the office staff and address it to the Assistant Dean. Write clearly, as you will need to ask a student to deliver the completed evaluations.
- Make copies of your evaluation form.
- In class on evaluation day, ask for a volunteer to take the completed evaluations to the Arts and Humanities secretaries in the division office located on the second floor of IB, near the north end of the building. (This is where our mailboxes, the copier, etc. are.)

Link to folder with IEP Evaluation Templates: Evaluations