Incoming Student Evaluations

Enrollment · https://docs.dacapoinventory.com/doc/incoming-student-evaluations/

The **Incoming Student Evaluations** page allows teachers to review recent evaluation records for students **across the district who are one or two grade levels below your building**. This page is designed to support **advance planning and instructional continuity** as students prepare to transition into your program.

Purpose of This Page

This page helps teachers to:

- Preview students who are likely to enter your building in the next one to two years
- Review the **most recent evaluation** completed by a student's current teacher
- Understand student strengths, areas for growth, and ensemble readiness before placement
- Support smoother transitions between buildings and grade levels
- Make informed instructional and ensemble-planning decisions ahead of time

This page is **read-only** and intended for awareness and preparation—not evaluation entry.

Which Students Appear Here

The list includes:

- Students from **other buildings in the district**
- Students who are **one or two grade levels below** the grades served by your building
- Students with at least one evaluation record on file

As students move closer to your building, their evaluations will continue to appear here until they formally transition.

Creating a New Evaluation

New evaluation records are **not created on this page**.

To create an evaluation for a student currently in your building:

- Click the **green student icon** next to the student elsewhere in the system, **or**
- Open **Student Details** from the main menu
  - The **New Evaluation** section is located at the bottom of the Student Details page

Once created, that evaluation will appear here for future teachers as an incoming record.

Page Layout and Navigation

Evaluation Table

The table displays the **most recent evaluation** for each incoming student and includes:

- **Student Name**
- **Grade**
- **Current Ensemble / Loop**
- **Evaluation Date**
- **Evaluation Criteria**
  - Based on district-configured evaluation questions
- **Seating Rating**
- **Teacher Notes**
- **Actions**
  - View-only actions (no editing)

You may sort, search, and filter the table using the column tools.

Making the Table Easier to View

To see more columns at once:

- Click the **hamburger menu** (☰) near the top of the page to collapse or expand the main navigation
- This is especially helpful when reviewing multiple evaluation criteria or notes

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Evaluation Rating Definitions

Performance Ratings

1. **Exceeding grade-level standard**
2. **Meeting standard**
3. **Approaching standard**
4. **Below standard**

Seating Ratings

1. **Within top 3 seats**
2. **Top 1/3 of the group**
3. **Middle 1/3 of the group**
4. **Bottom 1/3 of the group**

These shared definitions ensure evaluations are consistent and meaningful across the district.

Filtering by Ensemble

If you teach multiple ensembles, you may see ensemble filter buttons near the top of the table.

- Click an ensemble name to show only students from that ensemble
- Click **All** to clear the filter and return to the full list

This is useful when reviewing incoming students from a specific program or group.

How This Page Is Commonly Used

Teachers often use this page to:

- Review incoming students over the summer or before the school year begins
- Identify students who may need early support or enrichment
- Plan seating, instrumentation, or ensemble balance in advance
- Understand prior teacher observations before meeting students

What Teachers Cannot Do on This Page

For clarity, teachers **cannot**:

- Edit or delete evaluations
- Add new evaluations
- Change evaluation questions or rating scales
- Remove evaluations from district visibility

All evaluation creation and editing occurs through **Student Details**.

Best Practices

- Review incoming evaluations early and periodically
- Read teacher notes carefully for context
- Use this information as a starting point—not a final placement decision
- Maintain consistent evaluation practices for students who will later appear on this page for other teachers