

2013-2014 RRISE “Meets Expectations” Awards Early Submission Guidelines

RRISE Program participants (principals, assistant principals, and teachers) may submit 2013-2014 “Meets Expectations” Awards documentation early and have it assessed for completion by RRISE Program staff. **A participant who makes an early submission receives the opportunity to correct any deficiencies and resubmit documentation electronically before the final deadline of 5 p.m. on June 3, 2014 (teachers), or June 5, 2014 (principals/assistant principals).**

For principals and assistant principals, the specific award categories are:

- Appraisal by Collaboration (ABC) Portfolio
- Collaborative Meetings with Other RRISE Principals/Assistant Principals
- Collaborative Meetings with Faculty

For teachers, the award categories are:

- Appraisal by Collaboration (ABC) Portfolio
- Collaborative Meetings
- Career Leadership

Requirements:

- Submit documentation electronically via the Q Drive and notify the RRISE Program Associate Director by e-mail that documentation was submitted for a specific award category. (Both of these steps must be taken by **5 p.m. on May 5, 2014.**)
- Await the review of the documentation between May 5 and May 30 and receive electronic feedback from RRISE Program staff by 5 p.m. on May 30, 2014.
- Correct any deficiencies in the documentation as it appears electronically on the Q Drive before the final deadline.
- Contact the RRISE Program Associate Director at either Anthony_Sorola@roundrockisd.org or 512-464-5946 if a question arises.

EARLY SUBMISSION DEADLINE IS 5 P.M. ON MAY 5, 2014.