

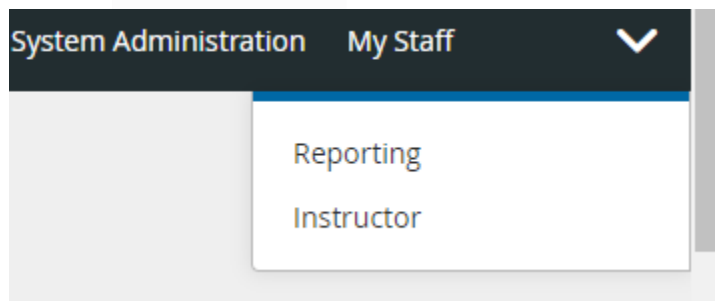
HUMAN RESOURCES

NCEES Update

A NCEES *Evaluation Completion Exception Report* has been generated for each school, courtesy of Dr. Bashawn Harris, as an example of a resource that is available in the NCEES Tool. The sample report captures one moment in time of October 21, or 22, 2020. The *Evaluation Completion Exception Report* is available from the “Reporting” option of NCEES. It is recommended that evaluators use this resource to stay abreast of the school’s evaluation completion status for meeting established evaluation timelines. You may access the report from the link in the email.

Instructions for Generating a NCEES Completion Exception Report

- From the NCEES Menu, click the down arrow at the top right of the screen. In some cases the Reporting option may be available without clicking on the arrow.



- On the next screen, click the down arrow in the first window for the “Quick Reports” option.
- Click the down arrow in the second window for the “Evaluation Completion Exception Report” option.

Reports

Select the 2020-2021 school year under “Select School Year” and click “Next” to the far right of the screen.

Click “Done” at the far right of the next screen.

When the report displays on the next page, download the report as a CSV file and then save it as an Excel spreadsheet. The report can be sorted by different fields.

Thank you for all that you do. Take care; be safe; and have a great day!