

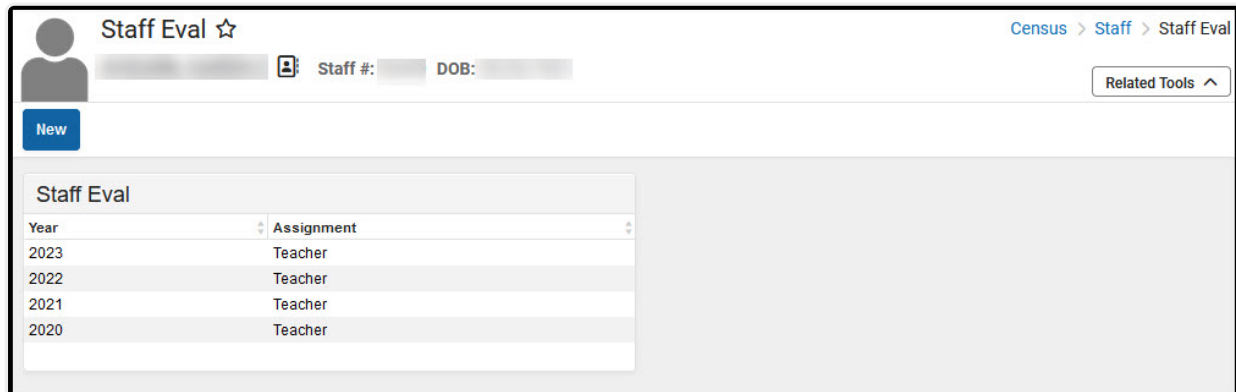
# Staff Eval (Massachusetts)

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[Create a New Staff Eval Record](#)

Tool Search: Staff Eval

The Staff Eval tab allows districts to create evaluation records for staff which is in the SIF StaffEvaluation object for EPIMS reporting.



The screenshot shows the 'Staff Eval' tool interface. At the top, there's a header with a user profile icon, the title 'Staff Eval ☆', and a breadcrumb trail 'Census > Staff > Staff Eval'. Below the header, there are input fields for 'Staff #' and 'DOB', and a 'New' button. A table titled 'Staff Eval' is displayed, showing columns for 'Year' and 'Assignment'. The table contains four rows of data for the years 2023, 2022, 2021, and 2020, all with 'Teacher' as the assignment. A 'Related Tools' dropdown menu is visible on the right side of the interface.

Year	Assignment
2023	Teacher
2022	Teacher
2021	Teacher
2020	Teacher

MA Staff Eval Tool

**Read** - View the Staff Eval record.

**Write** - View and create new Staff Eval records.

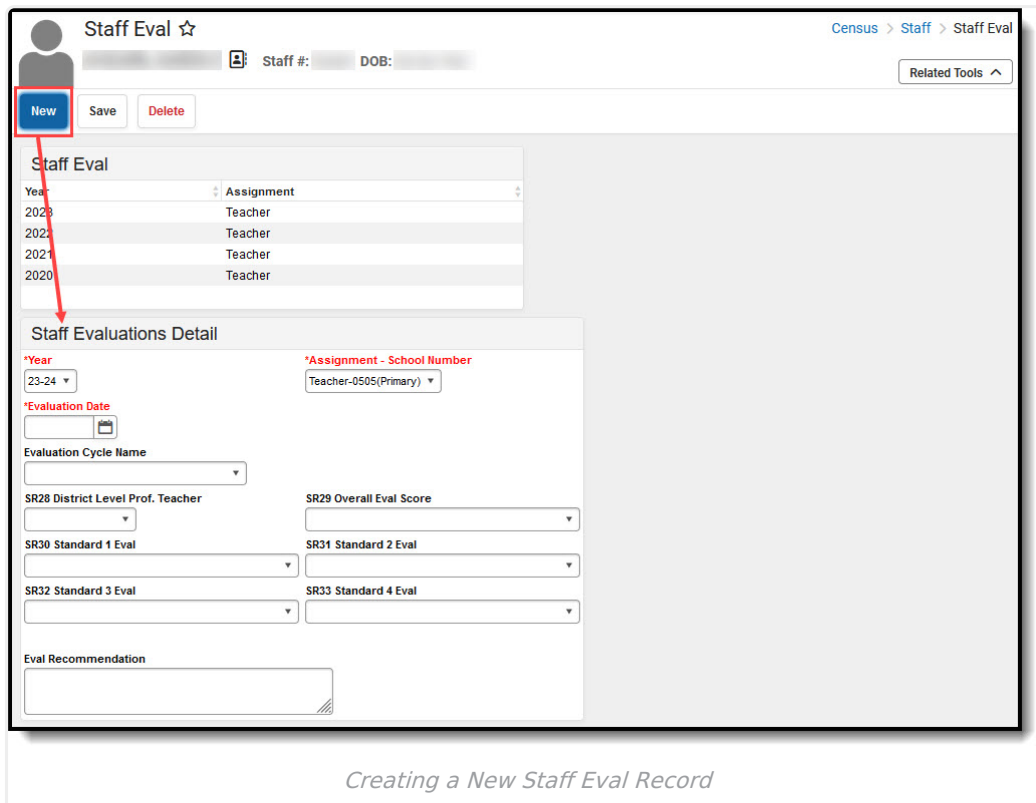
**Add** - View and create new Staff Eval records.

**Delete** - Delete existing Staff Eval records.

For more information about Tool Rights and how they function, see [this Tool Rights article](#).

## Create a New Staff Eval Record

The section will explain how to create a new Staff Eval record and what each field means.



The screenshot shows the 'Staff Eval' form interface. At the top, there's a header with 'Staff Eval' and a star icon. Below it, there are fields for 'Staff #' and 'DOB'. A 'New' button is highlighted with a red box, and a red arrow points from it to the 'Staff Evaluations Detail' section. The 'Staff Eval' section has a table with columns 'Year' and 'Assignment'. The 'Staff Evaluations Detail' section contains various dropdown menus and text fields for 'Year', 'Assignment - School Number', 'Evaluation Date', 'Evaluation Cycle Name', 'SR28 District Level Prof. Teacher', 'SR29 Overall Eval Score', 'SR30 Standard 1 Eval', 'SR31 Standard 2 Eval', 'SR32 Standard 3 Eval', 'SR33 Standard 4 Eval', and 'Eval Recommendation'.

Creating a New Staff Eval Record

### To create a new Staff Eval record:

1. Click the **New** button. The Staff Evaluations Detail editor will appear below.
2. Select the school **Year** of the record.
3. Select the **Assignment - School Number**. This is the District/Employment Assignment record associated with the Staff Eval record.
4. Enter the **Evaluation Date**.
5. Select an **Evaluation Cycle Name**. This is the Educator Evaluation Plan for EPIMS.
6. Select the appropriate evaluation scores (**SR28**, **SR29**, etc).
7. Enter an **Eval Recommendation**.
8. Select the **Save** icon. The Staff Eval record will appear in the Staff Eval window at the top.

Field	Description
<b>Year</b>	The school year for the staff evaluation record.
<b>Assignment - School Number</b>	The District/Employment Assignment record associated with the staff evaluation record. The school/district should only select an assignment that is marked as "Primary District Assignment" on the Employment Assignment record.
<b>Evaluation Date</b>	The date of when the evaluation was observed.
<b>Evaluation Cycle Name</b>	The Educator Evaluation Plan for EPIMS.

Field	Description
<b>SR28 District Level Prof Teacher</b>	Indicates the educator's current professional teacher status as determined by district policies.
<b>SR29 Overall Eval Score</b>	The score the staff member received on the SR329 Overall Eval Score.
<b>SR30 Standard 1 Eval</b>	The score the staff member received on the SR30 Standard 1 Evaluation.
<b>SR31 Standard 2 Eval</b>	The score the staff member received on the SR31 Standard 2 Evaluation.
<b>SR32 Standard 3 Eval</b>	The score the staff member received on the SR32 Standard 3 Evaluation.
<b>SR33 Standard 4 Eval</b>	The score the staff member received on the SR34 Standard 4 Evaluation.
<b>SR34 Impact on Student Learning</b>	The score the staff member received on the SR34 Impact on Student Learning evaluation.
<b>Eval Recommendation</b>	The decision (recommendation) determined during the summative evaluation.