**Teacher Instructional Time Form**

Instructional time is critical in improving student learning, therefore teachers being present and on time will help maximize student instructional time. The Virgin Islands Department of Education (VIDE) includes instructional time as one of the measures within teacher evaluation. Instructional time is indicated by a teacher’s attendance and timeliness and follows the U.S. Virgin Islands Department of Education Personnel Attendance Policy.

The Policy designates four categories for employee attendance: Outstanding, Exceeds Standards, Satisfactory, and Unsatisfactory. For the purposes of evaluation, the following rating scale is applied:

4=Outstanding/ 3=Exceeds Standards/ 2=Satisfactory, 1= Unsatisfactory

The **principal completes the Instructional Time Form** based on the teacher’s record of attendance and tardiness in TimeForce and submits it **BEFORE** the teacher’s **Final Summative Evaluation** meeting. A copy of the U.S. Virgin Islands Department of Education Personnel Attendance Policy can be accessed on the VIDE [EES web portal.](http://www.vide.vi/for-employees/educators-portal/vide-es/286-employee-effectiveness-system.html)

**Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| **1**  **Unsatisfactory** | **2**  **Satisfactory** | **3**  **Exceeds Standards** | **4**  **Outstanding** |
|  |  |  |  |
| 13 or more absences | 9-12 absences | 5-8 absences | 0-4 absences |

**Tardiness**

|  |  |  |  |
| --- | --- | --- | --- |
| **1**  **Unsatisfactory** | **2**  **Satisfactory** | **3**  **Exceeds Standards** | **4**  **Outstanding** |
|  |  |  |  |
| 13 or more tardies | 9-12 tardies | 5-8 tardies | 0-4 tardies |

**Total Instructional Time score** is calculated by averaging the attendance and tardiness scores. TalentEd automatically calculates the **Total Instructional Time score** when the form is submitted.

**TOTAL INSTRUCTIONAL TIME SCORE:**