



# Wyoming Department of Education

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## MEMORANDUM NO. 2011-120

**TO:** School District Superintendents  
Personnel Directors  
School Principals

**FROM:** Carol Illian, Supervisor, Teacher Leader Quality  
Quality Instruction and Learning Team Division

**DATE:** September 8, 2011

**SUBJECT:** October Certified Personnel Evaluation Training

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### TIME SENSITIVE INFORMATION

Wyoming Education Law Chapter 29, Section 6(d) requires that evaluators “are trained on the evaluation process and trained to view criteria similarly so that certified personnel across the district are evaluated with consistency.”

Wyoming Department of Education (WDE) is providing training that meets the referenced requirement in Rock Springs and Casper during the first week of October. Todd White of *PhocuseD on Learning* will be the trainer at both sites. The focus of the training that he is providing is Effective Feedback in the evaluation process.

There is no cost for the training; however, participants are responsible for their own transportation, meals, and lodging.

Registration for the Todd White training is required. To register, go to the link following the specifics of the training at each site.

**October 3 and 4, 2011 in Rock Springs**

**Sweetwater County School District No. 1 Board Room**

3550 Foothill Boulevard

Training will begin at 10:00 a.m. on October 3 and conclude by 1:00 p.m. on October 4.

<http://events.constantcontact.com/register/event?llr=dqeadnhab&oeidk=a07e4s1fx4yf562aa81>

**October 5 and 6, 2011 in Casper**

**Jefferson Room in Natrona County School District's Administration Office**

970 North Glenn Road

Training will begin at 10:00 a.m. on October 5 and conclude by 1:00 p.m. on October 6.

<http://events.constantcontact.com/register/event?llr=dqeadnhab&oeidk=a07e4s1ojna071ed96a>