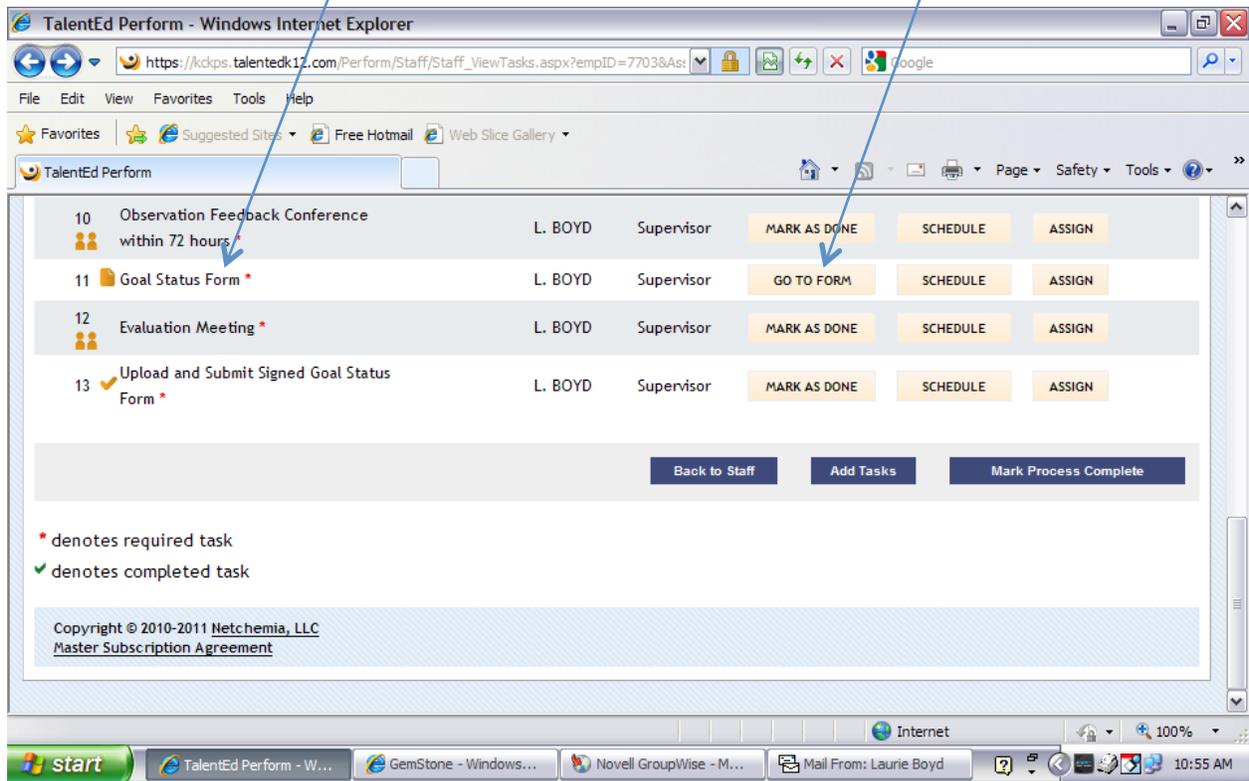


How to Complete and Attach the Signed Goal Status Form

Step One: Locate Goal Status form for the specific employee and choose Go To Form

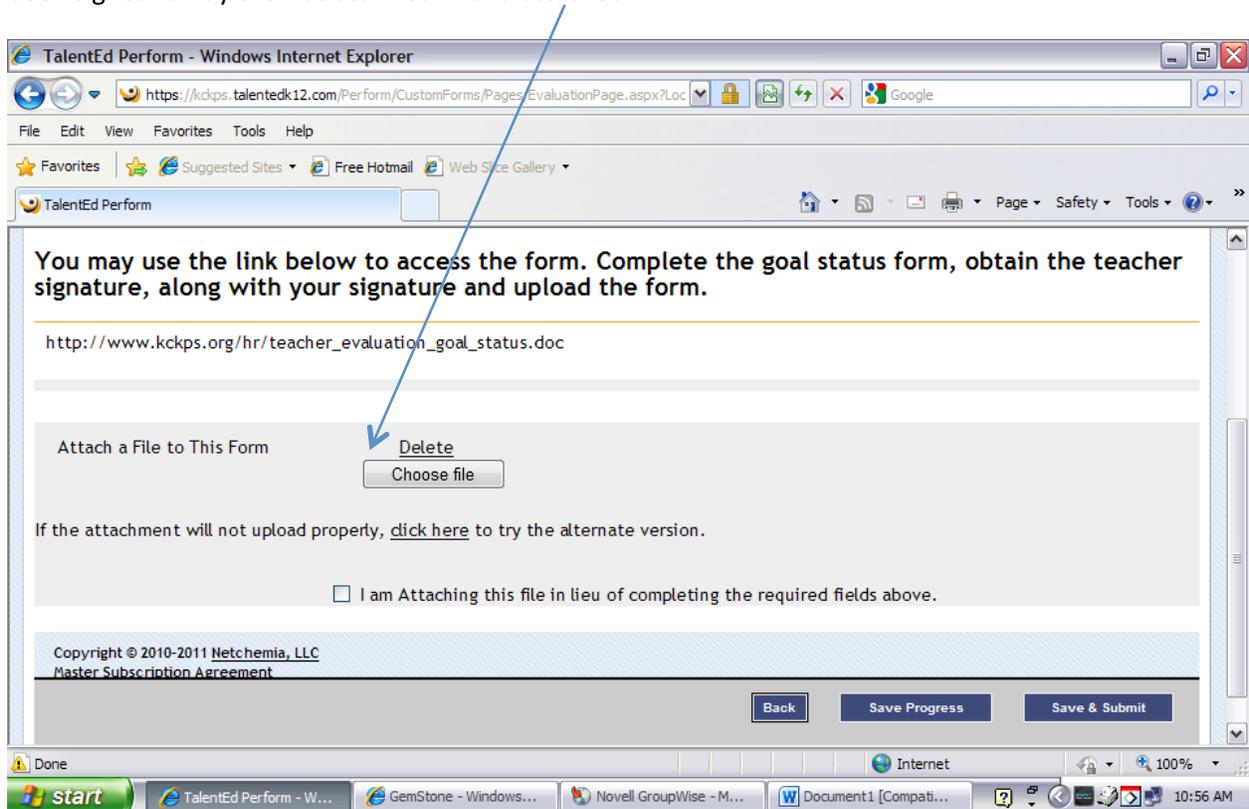


The screenshot shows a Windows Internet Explorer browser window displaying the TalentEd Perform application. The address bar shows the URL: https://kckps.talentedk12.com/Perform/Staff/Staff_ViewTasks.aspx?empID=77038As. The page displays a list of tasks for L. BOYD, Supervisor. The tasks are:

Task ID	Task Name	Employee	Role	Actions
10	Observation Feedback Conference within 72 hours *	L. BOYD	Supervisor	MARK AS DONE, SCHEDULE, ASSIGN
11	Goal Status Form *	L. BOYD	Supervisor	GO TO FORM, SCHEDULE, ASSIGN
12	Evaluation Meeting *	L. BOYD	Supervisor	MARK AS DONE, SCHEDULE, ASSIGN
13	Upload and Submit Signed Goal Status Form *	L. BOYD	Supervisor	MARK AS DONE, SCHEDULE, ASSIGN

Below the list are buttons for "Back to Staff", "Add Tasks", and "Mark Process Complete". A legend indicates that "*" denotes a required task and "✓" denotes a completed task. The footer includes copyright information for Netchemia, LLC.

Step Two: As noted at the top of the page the form is to be signed by the employee. Once the form has been signed it may then be scanned in and attached.



The screenshot shows the TalentEd Perform application's "EvaluationPage.aspx?Loc" page. The page contains the following text:

You may use the link below to access the form. Complete the goal status form, obtain the teacher signature, along with your signature and upload the form.

http://www.kckps.org/hr/teacher_evaluation_goal_status.doc

Attach a File to This Form

If the attachment will not upload property, [click here](#) to try the alternate version.

I am Attaching this file in lieu of completing the required fields above.

Buttons at the bottom include "Back", "Save Progress", and "Save & Submit". The footer includes copyright information for Netchemia, LLC.