



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 DON GASPAR AVE.
SANTA FE, NEW MEXICO 87501-2786
Telephone (505) 827-5800
www.ped.state.nm.us

MARIANA D. PADILLA
SECRETARY OF PUBLIC EDUCATION

MICHELLE LUJAN GRISHAM
GOVERNOR

September 8th, 2025

MEMORANDUM

TO: District and Charter Leaders and all Site Administrators

FROM: Mariana D. Padilla, Secretary of Public Education

Initial
MDP

RE: Elevate NM and Excel NM Evaluations

The New Mexico Public Education Department (NMPED) is providing updates on Elevate NM and Excel NM site administrator evaluation for the 2025-2026 school year.

Elevate NM - Teacher Evaluation

A complete teacher evaluation cycle in New Mexico provides a clear, structured way to assess teacher effectiveness, support targeted professional development, and improve instruction in line with state goals for educator quality and student outcomes. This cycle includes giving feedback and ratings on the 19 elements across the four domains of the evaluation rubric **by May 15th, 2026**, and developing and reviewing an individualized Professional Development Plan (PDP) for each teacher by the 40th day of the school year. This process ensures teachers receive actionable, evidence-based feedback tied to professional standards, encourages continuous growth, and meets the legal requirements of [NMSA 22- 10A-19 \(D\)](#) and [6.69.4.10\(B\) NMAC](#). Site Administrators must complete the Elevate NM calibration course every two years before they begin evaluating teachers at their campuses.

Excel NM - Site Administrator Evaluation

A comprehensive site administrator evaluation in New Mexico offers a clear, consistent way to assess the school leader's effectiveness, guide targeted professional development and support continuous improvement in line with state goals for strong school leadership and student success. For site administrators and assistant site administrators, evaluators must assess all 18 elements within the 5 Essential Practices of Leadership, provide ratings for each of the five practices, complete a Year-End Overall Assessment **by May 15th, 2026**, and review and rate each administrator's Professional Development Plan (PDP) in Excel NM by the 40th day of the school year. Active interaction between the supervisor and the site administrator(s)

they are evaluating ensures administrators receive clear, evidence-based feedback tied to state leadership

standards and meet the legal requirements of 6.69.7.8(A) NMAC.

Innovative Ratings - in Elevate NM and Excel NM

Beginning with the 2025–2026 school year, any rating of "Innovating" must be supported by a preponderance of evidence with clear, written observed evidence that directly references the rubric language for that specific administrator evaluation framework.

This change is designed to:

- Ensure that the "Innovating" rating reflects exceptional practice aligned with rubric expectations,
- Promote consistency and fairness in evaluation across schools and districts,
- Support professional growth by reinforcing the instructional and leadership behaviors that exemplify innovation.

The [Required Documentation for “Innovative” Ratings 2025-2026](#) guides this new requirement.

Excel NM Supervisor Training

Supervisors evaluating site administrators should complete a 2-hour asynchronous online training in Canvas prior to conducting evaluations. **The Excel NM Training Course** focuses on the Five Essential Practices Framework and site administrator evaluation objectives. Completion of the course results in earning an Excel NM Training badge, which is valid for three years.

Site Administrator Calibration

[Calibration 2025](#) is available now. Site administrators evaluating instructional staff must earn an Elevate NM Calibration Badge every two school years per [6.69.4.10.G NMAC](#). As part of their Excel NM activities, site administrators upload their valid calibration badge into Excel NM.

K-5th Structured Literacy Walkthrough

NMPED will continue the required K-5th [Structured Literacy Administrator Walkthrough](#) tool that complements the Elevate NM Observation Domains but focuses explicitly on structured literacy-based practices.

Charter Schools

Under the **Elementary and Secondary Education Act (ESEA)**, as amended by **ESSA**, all New Mexico schools must use an **NMPED-approved, standards-based evaluation system** (e.g., [Elevate NM for teachers](#) or [Excel NM for site administrators](#)) that includes bi-annual training and annual reporting; charter schools may use an alternative system only with written NMPED approval and compliance with state and federal guidelines and subsequently report the outcomes to NMPED.

Key references include [6.69.8 NMAC](#), [6.69.7 NMAC](#), and related NMPED guidance memoranda ([Aug 1, 2024](#); [Feb 27, 2025](#); [Apr 17, 2025](#)). LEAs not using Elevate NM or Excel NM must submit educator ratings by **May 15, 2026**, via PDP and Site Administrator Calibration and NMPED Educator Evaluation Scores. For more information please review [Educator Evaluations and Data memo](#).

Assistance and Technical Support

NMPED is dedicating staff to provide [Support Hours](#). Email individual LEA or school requests for support to [Elevate NM](#) and [Excel NM](#). Canvas account questions can be directed to the [NMPED Canvas Help Desk](#).

Elevate NM and Excel NM Evaluations

September 5th, 2025

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cc: Amanda DeBell, Deputy Secretary for Teaching, Learning, and Innovation
Candice Flint, Ed. D., Senior Manager, Division of Educator Quality
Birgit Maurer, Manager, Educator Growth and Development
Dr. Brigitte Russell, Charter Schools Division Director