

<b>Formal Evaluation</b>			
<b>Timelines and Relevant Dates</b>			
<b>Event</b>			<b>Date</b>
Professional Growth Plan			New Staff: Due the 2nd Friday of September Returning Staff: Due at the end of June staff work day.
Final SLO, Pre and Post assessment submission			K-12 Year long courses and GMS First Semester: September 30 HS First Trimester: Friday before Labor Day HS Second Trimester: December 1 GMS Quarters: Second Friday of the Quarter GMS Second Semester: February 1
<i>Retirement exemption from OTES Evaluation</i>	<i>Letter stating that the teacher will be resigning/retiring during or at the conclusion of the current school year with resignation/retirement date specified.</i>	<i>Delivered to Superintendent</i>	<i>September 30th deadline</i>
<b>Evaluation Cycle 1</b>	<b>Evaluation Cycle 2</b>	<b>Evaluation Cycle 3 (ltd contract only)</b>	<b>Notes / Relevant dates/Deadlines</b>
Pre-Observation Conference	Pre-Observation Conference	Pre-Observation Conference	Date mutually agreed upon by teacher and evaluator
Classroom Observation	Classroom Observation	Classroom Observation	Date mutually agreed upon by teacher and evaluator (minimum of 30 minutes)
Post-Observation Conference	Post-Observation Conference	Post-Observation Conference	Date mutually agreed upon by teacher and evaluator (held within 10 days of the observation date)
Walkthroughs	Walkthroughs	Walkthroughs	Documentation to be shared with teacher
Final Evidence Submission	Final Evidence Submission	Final Evidence Submission	April 15th (or the next school day)
SLO Results Submitted	SLO Results Submitted	SLO Results Submitted	April 15th (or the next school day)
Final Written Evaluation	Final Written Evaluation	Final Written Evaluation	May 1st
Rebuttal	Rebuttal	Rebuttal	Submitted to your evaluator within 5 work days of receipt of Final Written Evaluation
Final Summative Rating	Final Summative Rating	Final Summative Rating	Due to eTPES by May 10th

Current Year Professional Growth Plan (PGP) Meeting and Sign-Off	Current Year Professional Growth Plan (PGP) Meeting and Sign-Off	Current Year Professional Growth Plan (PGP) Meeting and Sign-Off	No later than the 3rd Monday in May
Improvement Plan	Improvement Plan	Improvement Plan	<i>For staff determined to be in need of an improvement plan. Due to the principal by end of year teacher work day</i>