

**Off Year Evaluation
Timelines and Relevant Dates**

Event	Date
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: <i>September 30</i> HS First Trimester: <i>Friday before Labor Day</i> HS Second Trimester: <i>December 1</i> GMS Quarters: <i>Second Friday of the Quarter</i> GMS Second Semester: <i>February 1</i>
<i>Retirement exemption from OTES Evaluation</i>	<i>September 30th deadline</i>
Classroom Observation	Date mutually agreed upon by teacher and evaluator (minimum of 30 minutes)
Post-Observation Conference	Date mutually agreed upon by teacher and evaluator (held within 10 days of the observation date)
SLO Results Submitted	April 15th (or the next school day)
Rebuttal	Submitted to your evaluator within 5 work days of receipt of Final Written Evaluation
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>