

# Evaluation Timelines and Deadlines

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Required Steps	Educators in their 1 <sup>st</sup> or 2 <sup>nd</sup> consecutive year in the district	Educators in their 3 <sup>rd</sup> or 4 <sup>th</sup> year in the district	Educators in their 5 <sup>th</sup> year and beyond in the district
<b>Evaluation Frequency Requirements</b>	Each semester	Each year	At least 1 time every three years
<b>Orientation to evaluation process and procedures.</b>	Within first 10 duty days of the year.	Within first 10 duty days of the year.	General evaluation process – once per year. Specific training – within first 10 duty days of the year.
<b>Educator completes self-assessment and develops goals.</b>	Beginning of each semester. Specific date determined by LEA or evaluator.	Beginning of each year. Specific date determined by LEA or evaluator.	LEA or evaluator may require each year. Must be done during formal evaluation year. Specific date determined by LEA or evaluator.
<b>Formal observation.</b>	During the first 60 days of each semester	By February 15 <sup>th</sup> each year.	By February 15 <sup>th</sup> during formal evaluation year.
<b>Ongoing informal observations, artifacts and data collection.</b>	Continual	Continual	Continual
<b>Instructional Practices Protocol Summary Rating, Student Performance Summary Rating and Final Summative Rating assigned.</b>	No later than 5 school days after the 60 <sup>th</sup> day of each semester.	No later than 5 school days after February 15 <sup>th</sup> of each year.	No later than 5 school days after February 15 <sup>th</sup> of formal evaluation year.
<b>Final Conference</b>	No later than 5 school days after the 60 <sup>th</sup> day of each semester.	No later than 5 school days after February 15 <sup>th</sup> of each year.	No later than 5 school days after February 15 <sup>th</sup> of formal evaluation year.