



2018-2019 TEI EVALUATION CALENDAR



	DATE(S)	TEI COMPONENT	NOTES
AUGUST-OCTOBER	By August 17th	TEI training for teachers and administrators; administrators present campus action plan to teachers	Teachers receive TEI training on campus; teachers receive school action plan in writing to inform goal-setting Administrators receive TEI certification training
	September 10th -14th	Principals receive TEI Scorecards and hold conferences with required teachers	Principals hold scorecard conference with select teachers
	September 14th	Teachers receive 2017-2018 TEI Scorecards	Available to teachers in Oracle Employee Self-Service for <i>10 business days</i> . Scorecards will then migrate to MyRecords.
	September 17th – September 28th	Teacher rebuttal window in Oracle for TEI Scorecard	Teachers may submit rebuttal to the achievement, student survey, and/or DTR results via Oracle Employee Self-Service
	October 2nd <i>Late hire/transfer: complete within 30 instructional days</i>	All SLOs & PDPs submitted in Cornerstone Goal-setting conferences completed	All teachers to submit SLO in Cornerstone that is scored and a PDP that is approved by their evaluator. All teachers receive a fall goal-setting conference to discuss their SLO and PDP <i>(completion of PDP is a campus based decision)</i>
NOV	November	DTR Application deadline for eligible teachers based on the 2017-2018 TEI Scorecard	DTR Application deadline for teachers with prior TEI data. Primary evaluators verify teachers' Applications prior to submission
DECEMBER	December 3rd	Summative performance evaluation completed for new-to-the district DTR-Eligible teachers	Primary evaluator completes summative performance evaluation for DTR Eligible teachers who are <i>new to the district or have no 2017-2018 TEI Data</i>
	December 13th	Spot Observation – first semester checkpoint	Evaluators conduct at least half of the annual spots for each teacher
	December 14th	SLO Goal-Accomplishment Completed (one semester course only)	Primary evaluator approves, scores, and completes teacher goal-accomplishment of SLOs using SLO rubric for teachers who teach semester-long courses only
JAN	January	DTR application deadline for eligible teachers with no prior TEI Data	DTR application deadline for group 2 applicants. Primary evaluators verify teachers' applications prior to submission
APR	April	Student survey administration	Students in grades 3-12 complete surveys during one class period
MAY	May	Teacher roster verification process	Teachers verify students to be included in calculation of student achievement metrics
	May 11th	Teachers submit SLO Goal-Accomplishment in Cornerstone	Administrator approves, scores, and completes by May 11 th
	May 17th	Last day to enter extended observations, summative evaluations, and SLO scores into Cornerstone	Summative evaluations may be completed after a minimum number of spot observations and the extended observation are conducted
	May 20th – May 31st	Teacher rebuttal window opens in Cornerstone for summative performance evaluations	Administrators have the option to submit a response to the rebuttal and/or revise the summative score. All data must be accurate in Cornerstone before teachers leave for summer
	May 29th	Last day to conduct spot observations & to hold summative conferences	Administrators are encouraged to hold conferences prior to finalizing summative evaluations. All data must be entered and finalized in Cornerstone before teachers leave for the summer