

| | DATE(S) | TEI COMPONENT | NOTES |
|-------------------------|--|---|--|
| AUGUST-SEPTEMBER | By August 16th | 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 9th -13th | Principals receive TEI Scorecards and hold conferences with required teachers | Principals hold scorecard conference with select teachers. |
| | September 16th | Teachers receive 2018-2019 TEI Scorecards | Available to teachers in MyRecords |
| | September 16th – September 27th | Teacher rebuttal window in Cornerstone for TEI Scorecard | Teachers may submit rebuttal to the achievement, student survey, and/or DTR results via Cornerstone. |
| | September 27th <i>Late hire/transfer: complete within 30 instructional days</i> | All SLOs submitted in Cornerstone PDPs conference with appraiser | 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 7th | DTR Application deadline for eligible teachers based on the 2018-2019 TEI Scorecard | DTR Application deadline (<i>Nov. 7 at 12:00 PM</i>) for teachers with prior TEI data. Primary evaluators verify teachers' applications prior to submission. |
| DECEMBER | December 13th | Spot Observation – first semester checkpoint | Evaluators conduct at least half of the annual spots for each teacher. |
| | December 20th | Summative performance evaluation completed for new-to-the district DTR-Eligible teachers | Primary evaluator completes summative performance evaluation for DTR Eligible teachers who are new to the district or have no 2018-2019 TEI Data. |
| FEB | February 3rd | SLO Goal-Accomplishment Available | Teachers will now have access to submit the 2 nd half of the SLO |
| | February 27th | DTR application deadline for eligible teachers with no prior TEI Data | DTR application deadline (<i>Feb. 27 at 12:00 PM</i>) 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 1st | Teachers submit SLO Goal-Accomplishment in Cornerstone | Administrator approves, scores, and completes by May 15 th |
| | May 8th | 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 11th – May 22nd | 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 27th | 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 |