

	DATE(S)	TEI COMPONENT	NOTES
AUGUST-DECEMBER	By August 31 <sup>st</sup>	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 25 <sup>th</sup>	DTR Snapshots are released	DTR Snapshots from the 2019-2020 academic school year will be released to campus administrators and teachers
	October 19 <sup>th</sup> <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>
	November 5 <sup>th</sup>	Round 1 DTR Application deadline	DTR Application deadline (Nov. 5 <sup>th</sup> at 12:00 PM) for teachers with prior TEI data. Primary evaluators verify teachers' applications prior to submission.
	December 18 <sup>th</sup>	Spot Observation – first semester checkpoint	Evaluators conduct at least half of the annual spots for each teacher.
JANUARY-APRIL	February 12 <sup>th</sup>	Summative performance evaluation completed for Round 2 DTR-Eligible teachers	Primary evaluator completes summative performance evaluation for DTR Eligible teachers who are new to the district or have no TEI Data.
	April 1 <sup>st</sup>	DTR application deadline for eligible teachers with no prior TEI Data	DTR application deadline (April 1 <sup>st</sup> at 12:00 PM) for group 2 applicants. Primary evaluators verify teachers' applications prior to submission.
MAY-JUNE	May	Student survey administration	Students in grades 3-12 complete surveys during one class period
	May	Teacher roster verification process	Teachers verify students to be included in calculation of student achievement metrics
	May 24 <sup>th</sup>	Teachers submit SLO Goal-Accomplishment in Cornerstone	Administrator approves/verifies, and completes by June 7 <sup>th</sup>
	May 28 <sup>th</sup>	Last day to enter extended observations, summative evaluations, and approves/verifies SLO in Cornerstone	Summative evaluations may be completed after a minimum number of spot observations and the extended observation are conducted
	June 1 <sup>st</sup> – June 14 <sup>th</sup>	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.
June 18 <sup>th</sup>	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	