

IMPORTANT DATES TO TRACK

1. Notification of being evaluated _____
2. Completed Initial Planning Sheet _____
3. Initial Planning Conference _____
4. Informal and Formal Observation Conferences

Informal Conference Process

Observation	Conference	Conference Summary	My Reponse to the Summary

Formal Observation Process

Received Request to Meet	Pre-Observation Conference	Observation	Post-Observation Conference	Conference Summary	My Response
Comment	Comment	Comment	Comment	Comment	Comment

5. Notification of Final Evaluation Conference _____
6. Final Evaluation Conference _____
7. Contact Area Representative (if needed) _____
8. Submitted Written Response to BSE (if needed) _____
9. Grievance Information Sheet Submitted _____