

Evaluation timelines

Your administrator must adhere to these dates

Steps in the Process	Contract Deadline	2019-20 Calendar Dates
Notification to teacher that he or she is being evaluated	Norm day or the last day of the fifth week of school	September 20
Employees assigned to new school site after the eighth week of school	Cannot be evaluated that year (unless probationary or received below standard eval)	October 11
Initial Planning Conference	Must take place within first eight weeks of school	By October 11
Formal Observation/Conference (only one is mandatory)	Must be completed by the sixth week of the second semester	By February 21
Evaluation Post-Conference	10 days after the observation	Written summary must be within four days of conference
Final Evaluation	30 calendar days prior to the last day for teachers	May 15