## 2013-2014 IPEGS Timeline

<table>
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<tr>
<th>Date</th>
<th>Timeline</th>
<th>Activity</th>
<th>Task/Document</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td>October 24, 2013</td>
<td>By the end of the first grading period</td>
<td>Observation and Formative Evaluation of <strong>Probationary Contract Status</strong> teachers, instructional support personnel, and student services personnel must be completed by the deadline. Please note, that, when the observation is done, the post-observation meeting must take place within 10 calendar days. The Formative Performance Evaluation can be completed at the post-observation meeting or at a subsequent meeting prior to the end of the first semester.</td>
<td>Observation of Standards Form-Teacher (FM 7315), Instructional Support (FM7313), Student Services (FM7314); Formative Evaluation Form-Teacher (FM 7321), Instructional Support (FM 7319), Student Services (FM 7320)</td>
<td>Assessor</td>
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<td>January 16, 2014</td>
<td>By the end of the first semester</td>
<td>Formative Evaluation of <strong>Probationary Contract Status</strong> teachers, instructional support personnel, and student services personnel must be completed by the deadline.</td>
<td>Formative Evaluation Form-Teacher (FM 7321), Instructional Support (FM 7319), Student Services (FM 7320)</td>
<td>Assessor</td>
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<td>March 20, 2014</td>
<td>By the end of the third grading period</td>
<td>Second observation of <strong>Probationary Contract Status Professionals</strong> with post-observation meeting; Observation of annual contract, professional service contract, and continuing contract teachers with post-observation meeting.</td>
<td>Observation of Standards Form-Teacher (FM 7315), Instructional Support (FM7313), Student Services (FM7314)</td>
<td>Assessor</td>
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<td>May 1, 2014 K-12 Instructional Personnel</td>
<td>At least 35 calendar days prior to the last day of the school year for professionals</td>
<td>Submission of completed Documentation Cover Sheet.</td>
<td>IPEGS Documentation Cover Sheet (FM7407) and related documents (i.e., Professional Development/Professional Growth Experiences, Communication)</td>
<td>Professional</td>
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<td>June 25, 2014</td>
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<td>May 30, 2014 K-12 Instructional Personnel</td>
<td>By seven (7) calendar days prior to the last day of the school year for professionals</td>
<td>Complete all summative evaluation meetings.</td>
<td>Summative Performance Evaluation Form-Teacher (FM7317), Instructional Support (FM7316), Student Services (FM7318) and Documentation Cover Sheet (FM 7407), Site administrator submits the completed original Summative Performance Evaluation form to Personnel Records as indicated by the district calendar/procedures.</td>
<td>Assessor</td>
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<td>July 24, 2014</td>
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DAR: 08-07-2013