

	DATE(S)	TEI COMPONENT	NOTES
AUGUST-DECEMBER	<b>August 31</b>	TEI training for teachers and administrators; administrators present campus action plan to teachers	Teachers receive TEI training on campus; the principal communicates school goals (from the School's Action Plan) to inform teacher's goal setting.
	<b>September 1</b>	DTR Snapshots are released to appraisers	DTR Snapshots from the 2020-2021 academic school year will be released to campus administrators then to teachers on Sept. 3 <sup>rd</sup>
	<b>September 13</b>	Principals receive TEI Scorecards and hold conferences with teachers	Principals hold scorecard conferences with teachers
	<b>September 30 - October 28</b>	Round 1 DTR Application window	DTR Application deadline (Oct. 28 <sup>th</sup> at 12:00 PM) for teachers with prior TEI data. Primary evaluators verify teachers' applications prior to submission
	<b>October 1</b> <i>Late hire/transfer: complete within 30 instructional days</i>	SLO Goal Setting due in Cornerstone and PDP conference with appraiser	Appraiser and teacher agree on Student Learning Objectives (SLOs) and Professional Development Plan (PDP). All teachers submit SLO in Cornerstone that is scored and approved by the appraiser.
	<b>November 8 - November 19</b>	Round 2 DTR Opt-In task launches in Cornerstone	DTR Round 2 eligible teachers are provided with the opportunity to OPT-IN to the DTR process in Cornerstone
JANUARY-JUNE	<b>January 21</b>	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
	<b>February 3 - March 4</b>	Round 2 DTR Application window	DTR Application deadline (March 4 <sup>th</sup> at 6:00 PM) for teachers without prior TEI data. Primary appraisers verify teachers' applications prior to submission
	<b>April 1</b>	Extended Observation Deadline	Extended observations should be submitted by appraisers in Cornerstone
	<b>April 14</b>	Summative Performance Evaluation Deadline	Administrators are encouraged to hold conferences prior to finalizing summative evaluations. All data must be entered and finalized in Cornerstone
	<b>April 19 - May 3</b>	Summative Rebuttal / 2nd Appraiser Request Window	Administrators have the option to submit a response to the rebuttal and/or revise the summative score. Teachers can formally request a second appraiser in Cornerstone
	<b>May 23</b>	SLO Goal Accomplishment due in Cornerstone	All teachers submit SLO in Cornerstone that is reviewed and approved by their appraiser
	<b>May 27 - Base Calendar June 23 - Intersession Calendar</b>	Last day to conduct spot observations	All data must be entered and finalized in Cornerstone before teachers leave for the summer