



Human Resource Services

Evaluation Timelines and Delivery

Refer to the applicable bargaining unit contract under Evaluation.

Evaluation forms can be downloaded from the SCUSD Temporary Intranet (ISO Forms).

Unit	Notification Sent	Pre-Evaluation Deadline	Email: Final Evaluation Reminder	Final Evaluation Deadline	Eval Due to Chief/Area/Asst Supt	Eval Due to HR
Certificated Teacher (Content Standard) ISO Forms: PSL-F106 , PSL-F106A , PSL-F107A , PSL-F108A	October	November 1	March 1	April 1	April 1	May 31
Certificated Teacher Special Ed (Content Standard) Listed Below ISO Forms: PSL-F106 , PSL-F106A PLUS Mild-Moderate Special Day Class PSL-F107B , PSL-F108B Moderate-Severe Special Day Class PSL-F107C , PSL-F108C Resource Specialist (Spec Ed-RSP) PSL-F107D , PSL-F108D	October	November 1	March 1	April 1	April 1	May 31
Certificated Teacher ISO Forms: PSL-F109 through PSL-F174	October	November 1	March 1	April 1	April 1	May 31
Certificated Teacher Charter School ISO Form: PSL-F105	October	November 1	March 1	April 1	April 1	May 31

Unit	Notification Sent	Pre-Evaluation Deadline	Email: Final Evaluation Reminder	Final Evaluation Deadline	Eval Due to Chief/Area/Asst Supt	Eval Due to HR
Classified Probationary ISO Form: <u>PSL-F099</u>	Terms of Employment	Within 30 Calendar Days First Evaluation: 90 Days From Probationary Status Date	Ongoing	60 Days Prior to Permanent Date	Ongoing	Ongoing
Classified Permanent ISO Forms: <u>PSL-F102</u> and <u>PSL-F102A</u> if applicable	October	November 30	March 31	April 30	N/A	May 15
Management ISO Form: <u>PSL-F104</u>	October August	October 28 September 30	May 31	June 30	July 15	July 31

Refer to Probationary Status in the contract.

Certificated Substitutes ISO Form: <u>PSL-F100</u>	Classified Substitutes ISO Form: <u>PSL-F101</u>	As Requested by Substitute <u>OR</u> Prepared As Needed by Administrator
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Evaluation Delivery and Review

Certificated	<ul style="list-style-type: none"> • Site/Department Returns Completed Evaluation to Area Assistant Superintendent • Area Assistant Superintendent Returns to Human Resource Services for Review by Director • Human Resource Services: Escape Input, BMI Document Scan (Personnel File), Shred Scanned Evaluation
Classified	<ul style="list-style-type: none"> • Site/Department Returns Completed Evaluation to Human Resource Services for Review by Director • Human Resource Services: Escape Input, BMI Document Scan (Personnel File), Shred Scanned Evaluation
Management	<ul style="list-style-type: none"> • Site/Department Returns Completed Evaluation to Reviewing Administrator (Chief Officer, Area Assistant Superintendent, Assistant Superintendent, etc.) • Reviewing Administrator Returns to Human Resource Services for Review by Chief Human Resource Services Officer for Human Resource Services • Human Resource Services: Escape Input, BMI Document Scan (Personnel File), Shred Scanned Evaluation