

= must be turned into HR

Caution! - This timeline is NOT inclusive of all timelines and situationally specific requirements. Please refer also to the NKEA agreement articles XI, XII

Evaluation Type	Initial Meeting	Self-Assessment completed, teacher notified of evaluator, system	Short Form Evaluation Report	Deadline to request Alternate Evaluator	Teachers submit professional (crit. 8) and student growth goals forms	Formal Observation Pre-Conference	Formal Observation	Notes from Observation Provided	Formal Observation Post-conference	Provisional: 1st evaluation	Provisional: Must meet with evaluator if concerns are present	Mid-Year Feedback	Notify the District for all teachers scoring Basic or below on the Mid-Year Feedback	2nd Formal Observation Cycle (includes pre and post-conferences)	Deadline to change from Focus to Comprehensive	Notes provided from Instructional Visits (at least 10 minutes)	Final Evaluation Visits	Final Evaluation Conference	Final Evaluation Form Completed			
Classroom Teacher Comprehensive	9/15	9/29	10/9	11/1	no more than 5 days prior to observation	1/27	within 3 working days of the observation	no more than 5 days after the observation	N/A	2/15	2/28	may be instructional visits of 10 min.	3/1	within 3 days of the visit	5/31	5/31						
Classroom Teacher Comprehensive Prov. Yr 1-2 & Prov. experienced						11/22																
Classroom Teacher Comprehensive prov. Yr 3						1/27																
Classroom Teacher Focused						N/A																
Support Staff Long Form	Employee shall be given a copy of the criteria and evaluation form prior to 1st observation	N/A	N/A	prior to each required observation	1/25	within 1 working day of the observation	within 3 working days of the observation	11/22	2/1	N/A	5/29	4/30	N/A	5/1	5/1	Employees can be moved back to long form before Mar. 1, NKEA must be notified within 5 days						
Support Staff Long Form prov. Yr 1-2 & prov. experienced					11/22																	
Support Staff Long Form prov. Yr 3					11/22																	
Support Staff Short Form					5/29						within 1 working day of the observation									within 3 working days of the observation	N/A	only one observ. required
Support Staff PGO					See NKEA agreement appendix for activities and timelines						within 1 working day of the observation									within 3 working days of the observation	N/A	5/14