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| **DATES** | **TASKS** | **ACTION STEPS FOR ESP TEACHERS, CONTACTS, SPECIALISTS, and MENTORS** |
| **Sept. 16-****September 30** | **Levels and Course Registration** | 1. PD Specialists inform ESP Contacts of Level 1-3 teachers and those who have not completed data collection tool.
2. PD Specialists and ESP contacts inform teachers to register for ESP Level 1 or Level 2 on e learning management.
3. Teachers, Mentors, ESP Contacts can register for ESP course on elearning on **9/26!!**
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| **By September 30** | **Google Document****Share** | 1. PD Specialist share google folder for new teacher and mentor lists.
2. ESP contact prepare list of new teachers and mentors
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| **By October 15** | **Mentor Lists** | 1. All teachers and mentor teachers added to google form.
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| **During****September 30-December 1** | **Teacher Learning Cycles 1-3****Learning****Environment****(FEAP 2 Only)** |  **Complete all portion of the Learning Environment Cycles 1-3****The Learning Environment (FEAP 2) via e learning and link to e campus.**1. PD Specialists assess and track progress.
2. Mentors conduct peer observations.
3. ESP contacts support teachers and mentors.
4. PD Specialist and ESP contacts remind teachers to upload to e learning by December 1.
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| **By December 1****(suggested)** | **Teacher Evidence Upload** | 1. Teachers upload certificate of completion for the Learning Environment on

e-learning.1. Cycle 1 and 2 opens for the remaining FEAPS through e learning an f
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| **Between****December 1-January 30** | **ESP Contact and Teacher Meeting** | 1. Mid-Year Meeting and Check In with ESP Contacts and new teachers.
2. Communication with PD specialist if additional Learning Environment help is needed.
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| **During****December 1-April 1** | **Teacher Learning Cycles 1/2****FEAPS 1,3,4** | **Complete Cycles 1 and 2 for the following:****Instructional Design, Instructional Facilitation, Assessment****FEAP 1, 3, 4, via e learning and link to e campus**.1. PD Specialists assess and track progress.
2. Mentors conduct peer observations.
3. ESP contacts support teachers and mentors
4. PD Specialist and ESP contacts remind teachers of to upload certificate to e learning by April 1.
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| **By April 1****(suggested)** | **Teacher Evidence Upload** | 1. Teachers upload certificate of completion for the Cycle 1 and 2 for FEAPS 1,3,4 on e learning.
2. Cycle 3 opens for the remaining FEAPS through e learning/e campus.
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| **Between****April 1- May 30** | **ESP Contact and Teacher Meeting** | 1. End of Year Meeting and Check In with ESP Contacts and new teachers.
2. Communication with PD specialist if additional Learning Environment help is needed.
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| **April 1-November 1 (year 2)** | **Teacher Learning Cycle 3** | **Complete Cycle 3:****ALL FEAPS 1-6 via e learning/ecampus**1. PD Specialists assess and track progress.
2. Mentors conduct peer observations.
3. ESP contacts support teachers and mentors.
4. PD Specialist and ESP contacts remind teachers to upload to e learning by November 1, 2017.

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| **By December 1** | **Final Meeting****Competency Verification form Signed**  | 1. Final meeting with Principal, AP, and Teacher.
2. Principal signs 1020 form.
3. Teacher Uploads form to e learning.
4. ESP Contact provides form 1020 to the PD Specialist.
5. PD Specialist provides 1020 form to Illes/Morris and updates google form.
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