

2013-2014 IPEGS Timeline

Date	Timeline	Activity	Task/Document	Responsibility
October 24, 2013	By the end of the first grading period	Observation and Formative Evaluation of Probationary Contract Status 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.	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)	Assessor
January 16, 2014	By the end of the first semester	Formative Evaluation of Probationary Contract Status teachers, instructional support personnel, and student services personnel must be completed by the deadline.	Formative Evaluation Form-Teacher (FM 7321), Instructional Support (FM 7319), Student Services (FM 7320)	Assessor
March 20, 2014	By the end of the third grading period	Second observation of Probationary Contract Status Professionals with post-observation meeting; Observation of annual contract, professional service contract, and continuing contract teachers with post-observation meeting.	Observation of Standards Form-Teacher (FM 7315), Instructional Support (FM7313), Student Services (FM7314)	Assessor
<p style="text-align: center;">May 1, 2014 K-12 Instructional Personnel</p> <p style="text-align: center;">June 25, 2014 Adult/Vocational Education Instructional Personnel</p>	At least 35 calendar days prior to the last day of the school year for professionals	Submission of completed Documentation Cover Sheet.	IPEGS Documentation Cover Sheet (FM7407) and related documents (i.e., Professional Development/Professional Growth Experiences, Communication)	Professional
<p style="text-align: center;">May 30, 2014 K-12 Instructional Personnel</p> <p style="text-align: center;">July 24, 2014 Adult/Vocational Education Instructional Personnel</p>	By seven (7) calendar days prior to the last day of the school year for professionals	Complete all summative evaluation meetings.	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.	Assessor