

2014-2015 IPEGS Timeline

Date	Timeline	Activity	Task/Document	Responsibility
October 23, 2014	By the end of the first grading period	Observation and Formative Evaluation of Probationary Contract Status teachers, instructional support, and student services personnel must be completed by the deadline. Please note that when the observation is completed, the post-observation meeting must take place within the next 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. For teachers new to a M-DCPS work location, an observation with a post-observation meeting must be conducted within the first 30 days of employment.	Observation of Standards Form – Teacher (FM 7315), Instructional Support (FM 7313), Student Services (FM 7314); Formative Evaluation Form - Teacher (FM 7321), Instructional Support (FM 7319), Student Services (FM 7320)	Assessor
January 15, 2015	By the end of the first semester	Formative Evaluation of Probationary Contract Status Professionals - 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 19, 2015	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 (FM7313)	Assessor
<p style="text-align: center;">April 30, 2015 K-12 Instructional Personnel</p> <p style="text-align: center;">June 24, 2015 Adult/Vocational Education Instructional Personnel</p>	At least 35 calendar days prior to the last day of the school year for professionals	Submission of the completed Documentation Cover Sheet.	IPEGS Documentation Cover Sheet (FM 7407) and related documents (i.e., Professional Development/Professional Growth Experiences, Communication)	Professional
<p style="text-align: center;">May 29, 2015 K-12 Instructional Personnel</p> <p style="text-align: center;">July 23, 2015 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 (FM 7317), Instructional Support (FM 7316), Student Services (FM 7318) and Documentation Cover Sheet (FM 7407); Site administrator submits the completed Summative Performance Evaluation forms to Personnel Records as indicated by the district calendar/procedures	Assessor