

2023-2024 IPEGS Timeline

	Date	Timeline	Activity	Task/Document	Responsibility
DPGT	October 26, 2023	By the end of the first grading period, or for instructional professionals hired after this date, both training and DPGT submission should occur within 45 days of the professional's hire date.	Develop and submit the DPGT based upon student data, prior year's IPEGS Summative Evaluation, and/or School Improvement Goals.	Deliberate Practice Growth Target (DPGT) Submitted via the online system at http://hrinfo.dadeschools.net/dpgt/	Professional
	November 16, 2023	Within 21 calendar days of DPGT submission.	Review, discuss, and submit electronically the initial DPGT (Reflection and Development Phase)	Deliberate Practice Growth Target (DPGT) Submitted via the online system at http://hrinfo.dadeschools.net/dpgt/	Professional & Assessor
Observations	Various Dates (Contingent upon the new work location reporting date)	Observation of instructional professionals (teachers, instructional support personnel, and student services personnel) new to a school-site or other work location with post-observation meeting must take place within the first forty-five (45) calendar days of the instructional professional's reporting to a new work location.		Observation of Standards Form (OSF) Teacher – FM 7315 Instructional Support Personnel – FM 7313 Student Services Personnel – FM 7314	
	October 26, 2023 (End of 1 st grading period)	Observation of new (Probationary Contract Status) teachers, instructional support personnel, and student services personnel new to M-DCPS with post-observation meeting. Please note that when the observation is completed, the post-observation meeting must take place within the next ten (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 (OSF) Teacher – FM 7315 Instructional Support Personnel – FM 7313 Student Services Personnel – FM 7314 Formative Evaluation Form (FPE) Teacher – FM 7321 Instructional Support Personnel – FM 7319 Student Services Personnel –	Assessor
	January 18, 2024 (End of 1 st semester)	Formative Evaluation of Probationary Contract Status professionals – teachers, instructional support personnel, and student services personnel – must be completed by the deadline.		Observation of Standards Form (OSF) Teacher – FM 7315 Instructional Support Personnel – FM 7313 Student Services Personnel – FM 7314 Formative Evaluation Form (FPE) Teacher – FM 7321 Instructional Support Personnel – FM 7319 Student Services Personnel – FM 7320	
	April 9, 2024 (End of 3 rd Grading Period)	Last day for formal observation of instructional professionals (with post-observation conference) including second observation of Probationary Contract Status instructional professionals.		Observation of Standards Form (OSF) Teacher – FM 7315 Instructional Support Personnel – FM 7313 Student Services Personnel – FM 7314	
Summative Process	May 3, 2024 K-12 Instructional Personnel	At least thirty-five (35) calendar days prior to the last day of school year for professionals.	Submission of the completed <i>Documentation Cover Sheet</i>	Documentation Cover Sheet – FM 7407 and related documents (i.e., evidence of communication, DPGT) Submitted via the online system at http://hrinfo.dadeschools.net/dpgt/	Professional
	June 27, 2024 Adult/Vocational Education Instructional Personnel				
	May 31, 2024 K-12 Instructional Personnel July 25, 2024 Adult/Vocational Education Instructional Personnel	By no later than seven (7) calendar days prior to the last day of the school year for professionals.	Complete all summative evaluation meetings.	Summative Performance Evaluation (SPE) Form Teacher – FM 7317 Instructional Support Personnel – FM 7316 Student Services Personnel – FM 7318 Documentation Cover Sheet – FM 7407 Site administrator submits a copy of the signed preliminary SPE forms to Personnel Records as indicated by the District calendar/procedures.	Assessor