











**And SSP GPS**

# Planning Calendar 2023-24

This table provides a timeline for school leaders and evaluators to prepare for Mid- and End-of-Year conversations, as well as important deadlines regarding renewal decisions from Human Resources.






Date		Event
September 5, 2023		Formal, scored observations can begin
September 29, 2023		<b>SLO deadline for submission (SLO TIMELINE)</b> (SSPs and others with limited student contact time (i.e. less than 3 days of student contact per week) submit SLOs by Oct. 31)
October 11 - November 15, 2023		Fall <b>Student Perception Survey</b> Window
October 31, 2023		Recommended date by which leaders should have completed the first round of formal observations
October 31, 2023		Deadline for leaders to <b>approve SLO's</b>
November 17, 2023		Deadline for leaders to <b>approve SLO's for SSPs and others</b> with limited student contact time (i.e. less than 3 days of student contact per week)
November - December		Backwards plan the rollout of Mid-Year Conversations with your ILT
December 11, 2023 - February 23, 2024		LEAP and SSP <b>Mid-Year Conversation Window</b> (note - these conversations should only take place once the teacher or SSP's second observation has been completed).



**And SSP GPS**

January 31, 2024		Recommended date by which leaders should have completed the second round of formal observations.
January 31, 2024		<b>Second Semester SLO's due</b> (only for teachers who teach semester classes, and who didn't do SLOs for 1st semester)
February 1 - February 23, 2024		Spring <b>Student Perception Survey</b> Window
February 23, 2024		Mid-Year Window Closes
March 29, 2024		Recommended date by which leaders should have completed the third round of formal observations for all teachers in order to allow for an additional coaching cycle prior to EOY conversations and final ratings.
April 8 - May 17, 2024		<b>LEAP and SSP EOY Conversations Window</b>
April 29, 2024		Deadline for HRSPs to enter all final renewal/continuance decisions in the LEAP Application Tool
May 3, 2024		Deadline for school leaders to conduct renewal decision conversations with Probationary, Innovation and contract teachers and share renewal/continuance decisions. School Director/ED, School Leader and teacher signatures (or force closures) shall be obtained and submitted electronically (by today) through the LEAP Application Tool.
May 8, 2024		Last day by statute to conduct scored LEAP classroom observations for all teachers

### And SSP GPS

May 20, 2024		EoY window closes. Best Practice: Every teacher on LEAP has received a draft of their EoY evaluation
May 15, 2024		Board Meeting - RENEWAL DECISIONS GO TO VOTE for Probationary Teachers
May 22, 2024		Deadline for teachers to be given their LEAP EOY Overall Ratings (best practice is to have these done via EOY Conversations)
May 24, 2024		<b>All LEAP evaluations are final in LAT.</b> <b>All SSP evaluations are final in SSP GPS EOY Final Rating Form</b>
June 1, 2024		Deadline for non-renewal notices to be delivered to appropriate teachers

### Key



Start and Stop



Feedback Conversation Windows



planning, windows



Deadlines



**And SSP GPS**