

2009-2010 Appraisal Calendar
Learning Calendar

Date	Appraisal Information
August 17, 2009	Professionals report – Appraisal period begins
August 24, 2009	Students Report
August – September	Conduct planning conference for all employees on 3R Performance Scorecard. (Office Managers, Clerks, Registrars, CRC, Data Controller, Teacher Assistants, Community Liaisons, Nurses and Clinic Assistants, Administrative Support, Custodians, Food Services and Counselors)
September 14, 2009	Last day for returning teachers and new teachers who had PDAS orientation prior to August 17, 2009 to submit the Teacher Self-Report (TSR) Section I. For new teachers receiving PDAS orientation after August 17, 2009, the TSR must be submitted at least three weeks after orientation and three weeks prior to the formal observation.
September 22, 2009	Formal observations may begin for teachers who had orientation prior to August 17, 2009. For teachers who were hired after August 17 or received orientation after this date, observations may begin 15 working days after orientation.
October 1 & 8, 2009 November 20 & 30, 2009	No formal observations for teachers
December 18, 2009 January 5, 15, 20, 2010	No formal observations for teachers
January 1 – 29, 2010	Conduct midyear review conferences for all employees on Performance Scorecard.
March 12 & 22, 2010	No formal observations for teachers
April 6, 2010	Last day for teachers to submit TSR Sections II and III. Remember, these may be turned in earlier. All teacher documentation are also due on this day.
April 16, 2010	Last day to conduct formal observations for teachers
April 21, 2010	Last day to provide teachers with the Summative Annual Appraisal. (This <u>must</u> be 5 days prior to the summative conference.)

April 28, 2010	Last day to conduct summative conferences for all campus- based employees
May 11, 2010	Last day for teachers to request a second appraisal
April 28 – May 14, 2010	Enter final scores on ORACLE
May 17 – May 31, 2010	Scheduled dates to submit ALL CAMPUS-BASED EMPLOYEE'S Signature Pages
June 2, 2010	Appraisal period ends