

Horry County Schools SCTS Teacher Evaluation Timeline

Preliminary Evaluation Cycle	
August 6, 2025	Evaluation teams should be assigned in SCLead.
August 6, 2025	Schedule orientation to be held between August 11 th – August 15 th
August 15, 2025	Orientation should be signed in SCLead by the educator. Evaluators do not have to sign orientations in SCLead.
August 25, 2025	Preliminary evaluation cycle begins.
September 19, 2025	SLO or professional goal preliminary conference completed and signed by the educator and evaluator in SCLead.
October 21, 2025	First observation should be completed for educators requiring more than one observation.
December 1, 2025	All integral classroom observations completed; Pre-conference date, post-conference observation summary, preliminary professionalism review, preliminary professionalism self-review, and post- conference teacher reflection should be completed in SCLead
December 8, 2025	All preliminary evaluation conferences completed. All evidence documentation including signatures in SCLead. SLO mid-course conference completed for high schools on a 4x4 schedule.
December 15, 2025	Preliminary evaluation cycle ends.
December 15, 2025	Submit individualized assistance plans (IAP's) to HR.

Final Evaluation Cycle	
January 5, 2026	Final evaluation cycle begins.
January 14, 2026	SLO and professional goal mid-course conferences completed.
February 20, 2026	Final SLO conference for high schools on a 4x4 schedule.
February 27, 2026	First observation should be completed for educators requiring more than one observation.
March 23, 2026	All integral classroom observations completed; Post-conference observation summary, final professionalism review, final professionalism self-review, and post-conference teacher reflection should be completed in SC Lead; Final conferences held for educators being formally evaluated; Results entered and signatures added in SCLead for formal evaluations.
March 27, 2026	All evidence documentation including signatures in SCLead; Summative SLO and professional goal conferences held; Results entered for all educators and signatures added in SCLead.
March 31, 2026	Final evaluation cycle ends; Submit Individualized Assistance Plans (IAP's) to HR; Letter of Notification, Conference Summary, and Individualized Assistance Plan for teachers being recommended for formal evaluation for 2025-2026 school year are due to the ADEPT Office. (Include a review/summary of completed IAPs.)

*Teachers should receive 3 days prior notice to the pre-conference date.

*Within 2 calendar days following EACH integral classroom observation, teachers should complete the post conference teacher reflection in SCLead.

*Within 5 calendar days following EACH integral classroom observation, a post-conference should be completed, and the post-conference observation summary should be documented in SCLead.