

Horry County Schools SLP 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 SLP. (Evaluators do not have to sign orientations in SCLead)
August 25, 2025	Preliminary evaluation cycle begins.
September 12, 2025	Professional goal preliminary review conference completed and signed by the SLP and evaluator in SCLead.
October 21, 2025	First observation should be completed for SLP requiring more than one observation.
December 1, 2025	All integral observations completed. Pre-conference date, post-conference observation summary, preliminary worksheet form, preliminary professionalism review, preliminary professionalism self-review, and post-conference SLP reflection should be completed in SCLead.
December 8, 2025	Preliminary evaluation consensus conference and summary form completed.
December 8, 2025	Preliminary evaluation conference completed for scoring by the evaluation chair and entered and signed by evaluator and SLP in SCLead. All evidence documentation including signatures in SCLead.
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	Professional goal mid-year review conference completed and signed by evaluator and SLP in SCLead.
February 9, 2026	First observation should be completed for SLPs requiring more than one observation.
March 23, 2026	All integral observations completed. Post-conference observation summary, final worksheet form, final professionalism review, final professionalism self-review, and post-conference SLP reflection should be completed in SC Lead.
March 27, 2026	Final evaluation consensus conference and summary form completed.
March 31, 2026	All evidence documentation including signatures in SCLead. Final review of the professional goal completed by the evaluation chair and signed by the SLP and evaluator in SCLead for all school SLP. Results entered for all SLPs 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 SLP being recommended for formal evaluation for 2026-2027 school year are due to ADEPT Office. (Include a review/summary of completed IAPs.)

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

*Within 2 calendar days following EACH integral classroom observation, SLP should complete the post conference reflection in SC Lead.

*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 SC Lead.