

## Horry County Schools - School Counselor Evaluation Timeline

Preliminary Evaluation Cycle	
<b>August 6, 2025</b>	Evaluation teams should be assigned in SCLead.
<b>August 6, 2025</b>	Schedule orientation to be held between August 11 <sup>th</sup> – August 15 <sup>th</sup>
<b>August 15, 2025</b>	Orientation should be signed in SCLead by the counselor. (Evaluators do not have to sign orientations in SCLead.)
<b>August 25, 2025</b>	Preliminary evaluation cycle begins.
<b>September 12, 2025</b>	Student Growth Goal preliminary conference completed and signed by the counselor and evaluator in SCLead; School counselor plan (including annual calendar) submitted by the counselor to the evaluator; Preliminary approval conference for school counselor plan completed by the evaluator and signed by the counselor and evaluator in SCLead.
<b>October 21, 2025</b>	First observation should be completed for counselors requiring more than one observation.
<b>December 1, 2025</b>	All integral observations of direct services completed; Pre-conference date, post-conference observation summary, preliminary worksheet form, preliminary professionalism review, preliminary professionalism self- review, and post-conference counselor reflection should be completed in SCLead.
<b>December 8, 2025</b>	Preliminary evaluation consensus conference and summary form completed.
<b>December 8, 2025</b>	Preliminary evaluation conference completed for scoring and school counselor plan by the evaluation chair entered and signed by evaluator and school counselor in SCLead; All evidence documentation including signatures in SCLead.
<b>December 15, 2025</b>	Preliminary evaluation cycle ends.
<b>December 15, 2025</b>	Submit individualized assistance plans (IAP's) to HR.

Final Evaluation Cycle	
<b>January 5, 2026</b>	Final evaluation cycle begins.
<b>January 14, 2026</b>	Mid-year review of student growth goal completed and signed by evaluator and school counselor.
<b>February 9, 2026</b>	First observation should be completed for counselors requiring more than one observation.
<b>March 23, 2026</b>	All integral observations of direct services completed; Pre-conference date, post-conference observation summary, final worksheet form, final professionalism review, final professionalism self-review, and post-conference counselor reflection should be completed in SC Lead.
<b>March 27, 2026</b>	Final evaluation consensus conference and summary form completed.
<b>March 31, 2026</b>	All evidence documentation including signatures in SCLead; Final review of the student growth goal completed by the evaluation chair and signed by the school counselor and evaluator in SCLead for all school counselors; Final evaluation conference for the school counselor plan completed by the evaluation chair and entered and signed by the evaluator and counselor in SCLead; Results entered for all counselors and signatures added in SCLead.
<b>March 31, 2026</b>	Final evaluation cycle ends; Submit Individualized Assistance Plans (IAP's) to HR; Letter of Notification, Conference Summary, and Individualized Assistance Plan for counselors being recommended for formal evaluation for 2025-2026 school year are due to the ADEPT Office. (Include a review/summary of completed IAPs.)

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

\*Within 2 calendar days following EACH integral observation of direct services, counselors should complete the post conference reflection in SC Lead.

\*Within 5 calendar days following EACH integral observation of direct services, a post-conference should be completed, and the post-conference observation summary should be documented in SC Lead.