Staff Evaluation Snapshot Collection Timeline

2025-2026

The dates on this timeline are recommended dates. The dates are meant to help guide the LEAs during the collection process. We realize all LEAs are on different evaluation timelines, therefore each LEA can determine their process with the final deadline in mind. **CDE's recommendation is to get this collection completed prior to Staff information and evaluation systems rolling over to the next school year.** All LEA's must have their Staff Evaluation Snapshot finalized and submitted by October 15th.

Date	Event	Event Description
09/01/25	**Open**	Staff Profile Interchange Open
03/18/26	**Training Event**	Collection Training 10-11
05/01/26	**Open**	Staff Evaluation Interchange Opens
05/08/26	**Interim Deadline**	Update and Upload Staff Profile Interchange file
05/15/26	**Open**	Staff Evaluation Snapshot Opens
05/22/26	**Interim Deadline**	Staff Profile Error free
06/12/26	**Interim Deadline**	Staff Evaluation Interchange Error free
06/26/26	**Interim Deadline**	Create at least 1 Staff Evaluation Snapshot
07/10/26	**Interim Deadline**	Staff Evaluation Snapshot Error free
07/10-8/10/26	**Report Review**	Final Snapshot Review- review reports in detail and make any data corrections you deem necessary to make sure you are reporting valid and reliable data. All data corrections must be completed during this time.
10/15/26	**State Deadline****	LEAS must finalize by this time as set by legislation. Required to have snapshot data submitted and sign off form signed and emailed to Staff Evaluation
10/16/26	**Closed**	Collection is no longer available for LEAs.

Collection Event Definitions

Event	Definition
Open	Collection is available for LEAs.
Other Date	An important date for the data collection as determined by the collection lead. More information is provided in the event description.
Training Event	Opportunity for data respondents to learn more details for the collection.
Interim Deadline	LEAs should meet these criteria by this point in time; if not complete, then notification is required with frequent check-ins by the collection lead until the criteria is met.
Report Review	LEAs should use this time to review reports prior to the deadline. Typically, one week prior to the deadline.
Deadline*	LEAs must finalize by this time as set by the collection lead.
State Deadline**	LEAS must finalize by this time as set by legislation.
Data Release	Education statistics based upon this collection are publicly released and the embargo is lifted for this dataset.
Closed	Collection is no longer available for LEAs.

**Extensions may be granted due to extreme circumstances as determined by the collection lead.*

***Extensions are not allowed as this deadline is set in legislation.*