2026-2027 Spot Observation Guidelines for Late Hires, Transfers, and Leave

Minimum Number of Spots Required

During the 2026-2027 academic school year, all teachers should receive a ***minimum of 6 spot observations*** annually, with **3** in the fall semester and **3** in the spring semester. However, for late hires, transfers, and leaves of absence, please use the table below to determine the number of prorated spot observations.

Leaves of Absence

If a teacher is on leave, the required number of spot observations will be **reduced by one spot observation for every 6 weeks of leave.**

Example:

If a teacher is on leave for the entire first nine-week grading period, two spot observations would be required to be conducted by the evaluator that semester. (5 total for the academic school year)

Late Hires or Transfers

When a teacher begins teaching on a campus after the start of the school year (i.e., due to a late hire or transfer), the table below should be used to determine the minimum number of spot observations required for a teacher's evaluation.

Example:

A teacher transfers to a new campus on January 11th. The new appraiser would conduct three spots that semester.

However, if the prior appraiser did not complete the minimum spots required for the first semester (**3**), then the new appraiser from the new campus would be responsible for completing the minimum 6 annual spot observations for that teacher.

Grading Period	Date Range	Minimum number of spots required annually if teacher starts within Date Range
Fall Semester **Weeks 1-6**	8/11/2026 - 9/18/2026	6 spots needed to be on track
Weeks 7-12	9/21/2026 - 10/30/2026	5 spots needed to stay on track
Weeks 13-18	11/2/2026 - 12/18/2026	4 spots needed to be on track
Spring Semester **Weeks 1-6**	1/6/2027 - 2/12/2027	3 spots needed to be on track
Weeks 7-12	2/15/2027 - 4/2/2027	2 spots needed to be on track
Weeks 13-18	4/5/2027 - 5/14/2027	1 spot needed to stay on track

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