

- ☐ **TEI Orientation Training** Teacher received TEI Orientation Training within 15 instructional days from the hire date.
Training Date: _____
- ☐ **Campus Improvement Plan** Teacher received school goals from Campus Improvement Plan within 15 instructional days from hire date.
Share Date: _____
- ☐ **Primary Evaluator** Teacher was assigned and informed of his/her primary evaluator. Date Informed: _____
- ☐ **Goal Setting Conference** Teacher participated in goal setting conference with primary evaluator by October 15th. The revised TEI SLO and PDP were discussed. *Late hires and employees transferring into teacher positions after October 15th participate in a goal-setting conference within 30 instructional days from the hire or transfer date.* Date of Conference: _____
- ☐ **Professional Development Plan (PDP)** Date PDP Approved: _____
- ☐ **Student Learning Objective (SLO)** – *teachers with new assignments should complete a new SLO within 30 days. Required by all teachers hired prior to April 1, 2027.*
- o SLO Goal. SLO goal was approved/scored. Date SLO Approved/Scored: _____
 - o SLO Mid-Year. SLO goal was reviewed/verified. Date SLO Reviewed/Scored: _____
 - o SLO Accomplishment. SLO results reviewed/verified. Date SLO Reviewed/Verified: _____
- ☐ **Spot Observations** All teachers should receive a minimum of 6 spot observations annually:
- o Teacher received a minimum of half of the total number of spot observations each semester (pro-rated for late hires, transfers, and employees on leave). Click here for the [Spot Proration Guide](#).
 - Number of Spots Conducted: Sem 1: _____ Sem 2: _____
 - o Written feedback was provided within two working days after each spot observation. (*see DNA Regulation*)

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

- ☐ **Extended Observation** Teachers *new to the district* and teachers with an effectiveness level of *Unsatisfactory, Progressing I, or Progressing II* receive their extended observations by **12/18/2026**.
- o The primary evaluator provided a 10-day window in which this observation occurred. 10-Day Window: _____
 - o The primary evaluator conducted the extended observation. Observation Date: _____
 - o Written feedback and a conference occurred within 10 working days of the extended observation.
Conference Date: _____
- ☐ **Summative Performance Evaluation**
- o Early Summative Performance Evaluations are *recommended* for specific teachers by January 15th. These teacher groups include:
 - Teachers new to the district
 - Novice teachers
 - DTR Round 2 eligible teachers that have interest in the DTR application process (*required*)
 - o At least 3 spot observations and one extended observation were conducted by the *primary appraiser* prior to scoring. Number of spot observations conducted prior to summative scoring: _____
 - o Teacher engaged in a conference with his/her primary evaluator in which the performance component score was shared. Conference Date: _____

To the best of my knowledge, the above information is accurate and complete.

Teacher Signature	Date	Evaluator Signature	Date
Printed Name		Printed Name	