



CLAYTON COUNTY PUBLIC SCHOOLS

Performance Enhancement Process (PEP) REMINDERS

Below are reminders regarding the PEP process:

- Teachers that you may potentially recommend for non-renewal must be included on your PEP list.
- Any teacher on the PEP list must have a Professional Learning Plan – Remediation entered into the TLSL platform
- Teachers cannot be added to the PEP list during the winter staffing meetings. The only exception will be extenuating circumstances that have been discussed with your assistant superintendent.
- Engage your Personnel Review Officer (PRO) early in the process for guidance and documentation support.
- Monitor progress on the Professional Learning Plan and ensure that all documentation is uploaded and current in the TLSL platform by the required deadlines.
- Submit your finalized PEP list to:
 - Your Assistant Superintendent
 - HR Director
 - Staffing Analyst
 - HR Director for Data and Performance
 - Data and Performance Analyst