

## Section 2

### PROFESSIONAL EVALUATION TIMELINES FOR PROBATIONARY AND REPLACEMENT TEACHERS

Administrators may wish to use this timeline to assist in the tracking of Probationary and Replacement teacher evaluations. This form does not need to be submitted to Human Resources Division.

Date Desired	Action	Date Completed	Signature
3rd week of September	Initial Meeting		
End of September	Self-Assessment		
October 15 <sup>th</sup>	Implementation of Professional Growth Plan		
End of October	First Classroom Visit and Conference		
November 30 <sup>th</sup>	Probationary Teachers Evaluation Report Form (Form 1 and Form 2)		
March 15 <sup>th</sup>	Second Classroom Visit and Conference (Form 2)		
March 31 <sup>st</sup>	Final Evaluator's Report for the Probationary / Replacement Teacher		

**\*\* NOTE: Administrators may schedule additional classroom visits if warranted.**