



## 2023-2024 Timeline: Staff Evaluation Snapshot

The dates on this timeline are suggested target dates. The dates are meant to help guide the LEA (Local Education Agencies) during the collection process. We realize all LEAs (Local Education Agencies) are on different evaluation timelines, therefore each LEA can determine their process with the final deadline in mind. **All LEA's must have their Staff Evaluation Snapshot finalized and submitted by October 15th.**

Date	Event
April 29th	<b>Staff Evaluation Collection Opens</b> <ul style="list-style-type: none"> <li>➤ Staff Profile (opened September)</li> <li>➤ Staff Evaluation file (open April 29<sup>th</sup>)</li> </ul>
May 15 <sup>th</sup>	Date encouraged to have uploaded an updated Staff Profile file
May 20 <sup>th</sup>	Date encouraged to have uploaded a Staff Evaluation Interchange file
May 22 <sup>nd</sup>	<b>Staff Evaluation Snapshot Opens</b> <b>LEA's can create a snapshot</b>
June 12 <sup>th</sup>	<b>Date encouraged to have uploaded the following interchange file at least once:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Staff Evaluation file</a></li> </ul>
June 26th	<b>Target Date</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Error free Staff Profile</li> </ul>
July 14 <sup>th</sup>	<b>Target Date</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Staff Evaluation Interchange file Error Free</li> </ul>
August 7 <sup>th</sup>	<b>Target Date</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Error free Staff Evaluation Snapshot</b></li> </ul>
August 7 <sup>th</sup> -September 30 <sup>th</sup>	Final Snapshot Report Review – This is your opportunity to 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. If you anticipate that you will not be able to meet this deadline, please contact <b>Dawna Gudka</b> by email: <a href="#">Staff Evaluation</a>
<b>October 15th</b>	<b>Final Deadline</b> <b>Required to have Staff Evaluation Snapshot data submitted and sign off page signed and emailed to <a href="#">Staff Evaluation</a></b>