



One District. One Goal. Every Child.

2025-2026 State- Mandated Appraisal Timeline

TKES, LKES, SLEI, or CKES

	Deadline	Requirement
Pre-Conference (Beginning of the Year)	September 12th	Employee Completes <ul style="list-style-type: none"> • Orientation (can be done as group with Leader(s)) • Self- Assessment • Goal Setting /or Learning Plan
	September 19th	Supervisor/ Leader Conducts Pre-Conference
September 22 nd	Reminder to schools/departments of required 100% completion of all Pre-Conference items	
Mid-Year	December 19th	Walkthrough/Formative (All Standards) <ul style="list-style-type: none"> • Full Plan - 2 Walkthroughs & 1 Formative • Flex - 1 Walkthrough
	January 30th	Leaders complete Mid-Year Conference
Employees starting between December 1, 2024 and February 28, 2025 will complete the Pre-Conference Section and End-of-Year Only.		
January 31st	Reminder to departments reminding of required 100% completion of all Mid-Year Appraisals	
End-of-Year	April 30th	Walkthrough/Formative (All Standards) <ul style="list-style-type: none"> • Full Plan - 2 Walkthroughs & 1 Formative • Flex - 1 Formative
	May 15th	Supervisor completes End-of-Year <ul style="list-style-type: none"> • Goal Review & Observation Signoff • Summative Assessment & Conference • Component Rating
May 20 th	Reminder to schools/departments reminding of required 100% completion of all components	
End-of-Year/ Summative Schedule Deadlines	Evaluation	TKES, SLEI, CKES
	Dates	May 15th
		LKES
		Jun 6th
		ALL FINAL
		June 12th
		Platform Closure
		June 14th

See separate document for EPAT appraisal timeline.