

## EXPANDED ADEPT CALENDAR

Date	Key Milestones and Progress Monitoring
<b>April through June</b>	<ul style="list-style-type: none"> <li>• Check to ensure enough evaluators are SCTS 4.0 certified</li> <li>• Schedule additional SCTS evaluator trainings at the district level to ensure availability of evaluators for next school year</li> <li>• Review implementation feedback and complete ADEPT Plan for next year</li> </ul>
<b>July through September</b>	<ul style="list-style-type: none"> <li>• Conduct district-wide evaluator training, orientation, and review of SCLead.org functionality and requirements</li> <li>• Conduct district-wide evaluation orientation for educators including review of SCLead.org functionality and requirements</li> <li>• Confirm evaluation teams are set by district or school-level personnel</li> <li>• Confirm initial settings data (e.g., current year's contract level and evaluation type) in SCLead.org</li> <li>• Monitor principal/teachers signatures for SLO completion</li> <li>• Confirm all teams have scheduled announced preliminary evaluation cycle observations</li> </ul>
<b>Mid-October through January</b>	<ul style="list-style-type: none"> <li>• Confirm that Preliminary evaluation cycle pre-conference(s), observation(s) and post-conferences (s) occur at school-level. The minimum number of required observations is defined by contract level.</li> <li>• Conduct SCTS evaluator trainings at the district level, as needed</li> <li>• Conduct evaluation orientation and training on SCLead.org functionality and requirements for new hires, as needed.</li> </ul> <p><b>NOTE:</b> The PCS window usually closes in early November. At this point, any new hires have to be manually added in SCLead.org using the "Add Educator Feature" in SCLead.org.</p>
<b>February through April</b>	<ul style="list-style-type: none"> <li>• Initial data entry of contract levels for current academic year ends (Feb 15) in SCLead.org.</li> <li>• Confirm all data for fully certified Induction 1 teachers (February Induction count for ADEPT funding)</li> <li>• Final evaluation cycle pre-conference(s) and observation(s) occur</li> <li>• Evaluators submit evaluation results in SCLead.org</li> <li>• Districts issue contract notification by April 30</li> </ul>
<b>May through June</b>	<ul style="list-style-type: none"> <li>• All districts must enter or confirm current year's evaluation results and next year's contract and evaluation type</li> <li>• Districts confirm educators who have had two unsuccessful Annual Summative evaluations for ADEPT sanction letters</li> <li>• Last day to submit End-of-Year evaluation data in SCLead.org (June 20)</li> </ul>