# ADEPT Calendar

| Date | Key Milestones and Progress Monitoring |
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| April through June | * Check to ensure enough evaluators are SCTS certified. * Schedule additional SCTS evaluator and Mentor trainings at the district level to ensure availability of evaluators for next school year. * Review implementation feedback and complete ADEPT Plan for next year. |
| July through September | * Conduct district evaluator training and orientation and review how SCLead.org features will be used by the district. * Conduct differentiated evaluation orientations for educators by contract level, including SCLead.org Orientation signature, review of evaluation process and team, and SCLead.org requirements​. * Create evaluations in SCLead.org and confirm initial settings data (e.g., current year’s contract level and evaluation type). ​ * Confirm evaluation teams are set by district or school-level personnel.​ * Monitor principal/teacher signatures for SLO initial conference​. * Confirm all teams have scheduled announced preliminary evaluation cycle observations. |
| Mid-October through January | * Confirm that Preliminary evaluation cycle pre-conferences, observations, and post-conferences occur. The minimum number of required observations is defined by contract level. * Conduct district evaluator trainings as needed. * Conduct evaluation orientation and training on SCLead.org functionality and requirements for new hires, as needed. |
| February through April | * Confirm initial data entry of contract levels for current academic year in SCLead.org (February 1). * Confirm all data for fully certified Induction 1 teachers (February 1, Induction count for ADEPT funding) . * Confirm that final evaluation cycle pre-conference(s) and observation(s) occur. * Evaluators submit evaluation results in SCLead.org * Issue contract notification (before May 1). |
| May through June | * Enter or confirm current year’s evaluation results and next year’s contract and evaluation type. * Confirm educators who have had two unsuccessful Annual Summative evaluations for ADEPT sanction letters. * Last day to submit End-of-Year evaluation data in SCLead.org (June 20) |