August 2013	KEY ACTIONS	KEY DATES
	Review SLT guides for your grade/subject	By Wed, 8/14
	If submitting pre-/post-test for approval, submit to evaluator	By Wed, 8/28
	Register in CIS (new teachers only)	By Wed, 8/28

September 2013	KEY ACTIONS	KEY DATES
Gather baseline data for SLTs	Administer assessment and gather baseline data (including: Teacher Created Tests, K-2 Math Assessments, Fitness Gram, etc.)	By Mon, 9/16
	Administer assessment and gather baseline data for 1st and 2nd grade Fountas & Pinnell	By Mon, 9/23
	Administer assessment and gather baseline data for pre-K	By Tues, 10/1
	Administer assessment and gather baseline data for K literacy	By Thurs, 11/21
Compass *Set Student Learning Targets in CIS*	Create and enter Student Learning Targets in CIS according to JPPSS guides (all except for pre-K, K-2 literacy, and SpEd teachers)	By Fri, 9/20
	Create and enter Student Learning Targets in CIS according to JPPSS guidance (Grades 1-2 Literacy Teachers, SpEd teachers)	By Fri, 9/27
	Create and enter Student Learning Targets in CIS according to JPPSS guidance (pre-K)	By Wed, 10/2
	Create and enter Student Learning Targets in CIS according to JPPSS guidance (K Literacy Teachers)	By Fri, 11/22

October 2013	KEY ACTIONS	KEY DATES
Compass *Professional Growth Plans*	Create PGPs and enter/acknowledge PGPs in CIS	By Fri, 10/30
Compass *Observations*	Observation Cycle 1 continues (observation data should be entered within 10 days of conducting the observation)	Ongoing

November 2013	KEY ACTIONS	KEY DATES
Compass *Observations*	Observation Cycle 1 continues (observation data should be entered within 10 days of conducting the observation)	Ongoing

December 2013	KEY ACTIONS	KEY DATES
Compass *Observations*	Observation Cycle 1 ends	DEADLINE: Friday, 12/13
Compass *Student Learning Targets*	Gather data on your semester long SLTs	As soon as data is available

January 2014	KEY ACTIONS	KEY DATES
Compass Observations	All Cycle 1 observation data is input into CIS. Cycle 2 (Informal) begins	By Fri, 1/10
Compass Student Learning Targets	Submit pre- and post-tests to your evaluator for approval	By Fri, 1/10
	Report the Results on your 1st semester SLTs in CIS	By Fri, 1/10
	Administer assessments, gather baseline data and enter 2nd semester SLTs in CIS	By Fri, 1/24

February 2013	KEY People	KEY ACTIONS	KEY DATES
Compass Observations	Evaluators	Observation Cycle 2 continues (enter observation data within 10 days of conducting the observation)	Ongoing

March 2013	KEY People	KEY ACTIONS	KEY DATES
Compass Observations	Evaluators	Observation Cycle 2 continues (enter observation data within 10 days of conducting the observation)	Ongoing

April 2013	KEY People	KEY ACTIONS	KEY DATES
Compass Observations	Evaluators	Observation Cycle 2 ends: All observations are entered into CIS	By Wed, 4/30
Spring Break is Thursday, April 17th through Tuesday, April 22nd			

May 2014	KEY People	KEY ACTIONS	KEY DATES
Compass Student Learning Targets	Teachers	Report the Results on your SLTs in CIS	As soon as data is available

This timeline was updated on 8/30/13. We will continue to make updates as we receive further information (for example, the release dates for VAM data, which affect the work of our evaluators beyond what is currently reflected here).