

## Student Achievement Objective (SAO) Instructional Personnel Evaluation Timeline for **FIRST SEMESTER** SAOs - **2025-2026**

2025 - 2026 Timeline	SAO Process to be Completed
August 21, 2025	<b>SAO Learning Goal &amp; Assessments components opens to instructional personnel in Journey</b> <i>(to begin drafting the SAO)</i>
August 25 – September 8, 2025	<b>SAO Targets component open to instructional personnel</b> <i>(to identify baseline data and target levels)</i> <ul style="list-style-type: none"> <li>Instructional personnel have their completed SAO submitted in Journey to their administrator by September 8.</li> </ul>
August 25 – September 15, 2025	<b>Discussion between administrator and instructional personnel on quality of SAO &amp; SAO must be approved by administrator</b> <ul style="list-style-type: none"> <li>Administrators review SAO using the Rubric for Rating the Quality of Student Achievement Objectives and provide feedback to the employee.</li> <li>As applicable, teacher revises SAO based on administrator feedback and resubmits the revised SAO to administrator for further review.</li> <li>If administrator does not respond within the timeline, the submitted SAO shall be considered approved.</li> <li>After 3 revisions with no resolution between the teacher and administrator, Journey will notify the Regional Superintendent for further guidance.</li> </ul>
October 20 – October 31, 2025	<b>Administrator Conducts Mid-Semester Review of FIRST SEMESTER SAOs</b> <ul style="list-style-type: none"> <li>Mid-Year Review and Conference about the SAO; required for all Category 1 teachers and required for any Category 2 teachers who wish to adjust expected Targets.</li> <li>Teacher and administrator conference to examine student data/work evidence or program evidence for each Target group.</li> <li>There is not an attendance rules process for semester SAOs due to the short length of time since approval of the SAO.</li> </ul>
December 19, 2025	<b>Deadline for teachers to assess students and gather summative data in preparation for the SAO summative evaluation.</b>
January 5 – 30, 2026	<b>SAO Summative Evaluations &amp; Conferences</b> <ul style="list-style-type: none"> <li>All instructional personnel log in to Journey and follow the required attendance rules process (for removal of students if applicable), identify outcomes, and submit the SAO to the administrator.</li> <li>Teacher and administrator conference to examine student data/work evidence or program evidence for each Target group.</li> <li>The SAO Summative Rating Rubric is used to document the instructional personnel rating based on the outcomes that were achieved. The completed SAO rubric will calculate as the student learning evidence portion of the corresponding summative evaluation for the instructional personnel.</li> </ul>
January 12, 2026	<b>Teacher Deadline for Required End of Year Journey Actions</b> <ul style="list-style-type: none"> <li>Instructional personnel complete all required actions (apply attendance rules and identify outcomes) to their Targets in Journey by this date.</li> </ul>
January 9 - 12, 2026	<b>Administrator Follow-Up with Instructional Personnel</b> <ul style="list-style-type: none"> <li>Administrators speak with instructional personnel who have not completed the required actions to their Targets in Journey; provide support if needed to get end of year outcomes submitted no later than January 12.</li> <li>If attendance rules and final outcomes are not submitted in Journey by the instructional personnel by January 12, the student learning evidence portion of the summative evaluation will default to zero points.</li> </ul>

**\*Note:** Semester courses are ineligible for a state calculated VAM score.