

Appendix G: SAO Instructional Personnel Evaluation Timeline

Student Achievement Objective (SAO) • First Semester Course • 2026–2027

At-a-Glance Visual Timeline for Classroom Instructional Personnel and Supervisors

How to use this page: Start with the four color-coded phases below. For each phase, review teacher actions, administrator actions, the hard deadline, and the consequence if the step is missed.

Legend

-  Action required
-  Hard deadline
-  Key rule or risk
-  Consequence if missed

PHASE 1 DRAFT & SUBMIT Aug. 3 – Sept. 8, 2026

Teacher actions

- Draft SAO in Journey (Learning Goal & Assessments open Aug. 3).
- Identify baseline data and targets when Targets opens Aug. 24.
- Submit completed SAO to administrator by Sept. 8.
- If eligible for VAM, make VAM/SAO selection by Sept. 18.

Administrator actions

- Monitor staff progress.
- Follow up Sept. 4 – 8 with anyone who has not submitted and provide support.

Hard deadline: Sept. 8, 2026

 **If missed:** If the SAO (or VAM/SAO selection, when applicable) is not submitted by this date, the student learning evidence portion defaults to 0 points.

PHASE 2 REVIEW & APPROVAL Aug. 24 – Sept. 16, 2026

Teacher actions

- Review administrator feedback.
- Revise and resubmit the SAO if changes are required.
- If you are Category A / state VAM-assessed, you may abandon the SAO before final approval and select VAM.

Administrator actions

- Review SAO quality using the SAO quality rubric.
- Provide feedback and approve the SAO by Sept. 16.
- Follow up Sept. 14–16 with staff who have not acted on required revisions.

Hard deadline: Sept. 16, 2026

 **If missed:** If required revisions are not resubmitted by Sept. 16, the student learning evidence portion defaults to 0 points. If the administrator does not respond within the timeline, the submitted SAO is considered approved.

PHASE 3 MID-SEMESTER REVIEW Oct. 19 – 30, 2026

Teacher actions

- Participate in mid-semester review; required for all Category I teachers and any Category II teachers wishing to adjust expected Targets

Administrator actions

- Conduct the mid-semester review and conference.
- Review student/work evidence or program evidence for each target group.
- Follow up Oct. 27 – 30 with anyone who has not completed mid-semester actions.

Hard deadline: Oct. 30, 2026

 **Important:** There is no attendance rules process (no students are added or removed) for semester SAOs due to the condensed timeline.

PHASE 4 SUMMATIVE & CLOSE Dec. 18, 2026 – Jan. 29, 2027

Teacher actions

- Assess students and gather summative data by Dec. 18
- Complete all required end-of-semester Journey actions by Jan. 12.
- Apply attendance rules, identify outcomes for each student, and submit the SAO.

Administrator actions

- Conduct the summative conference Jan. 4 – 29
- Review student data / work evidence for each target group.
- Use the SAO Summative Rating Rubric to determine the student learning evidence rating.
- Follow up Jan. 8 -12 with anyone who has not completed required actions.

Hard deadline: January 12, 2027

 **If missed:** If attendance rules and final student outcomes are not submitted by Jan 12, the student learning evidence portion defaults to 0 points.

Critical 0-Point Triggers

-  No SAO submitted by Sept. 8, 2026.
-  Required revisions not resubmitted by Sept. 16, 2026.
-  Required end-of-semester Journey actions not completed by Jan. 12, 2027.

Quick role check

Teacher

- ☐ Submit by Sept. 8
- ☐ Revise by Sept. 16 if required
- ☐ Complete Oct. 19 – 30 mid-semester actions
- ☐ Complete Jan. 12 end-of-semester actions

Administrator

- ☐ Monitor and support submission
- ☐ Review / approve by Sept. 16
- ☐ Conduct mid-semester conference
- ☐ Conduct summative evaluation and conference

Appendix H: SAO Instructional Personnel Evaluation Timeline

Student Achievement Objective (SAO) • Second Semester Course • 2026–2027

At-a-Glance Visual Timeline for Classroom Instructional Personnel and Supervisors

How to use this page: Start with the four color-coded phases below. For each phase, review teacher actions, administrator actions, the hard deadline, and the consequence if the step is missed.

Legend

-  Action required
-  Hard deadline
-  Key rule or risk
-  Consequence if missed

PHASE 1 DRAFT & SUBMIT Jan. 4 – 22, 2027

Teacher actions

- Draft SAO in Journey (Learning Goal & Assessments open Jan. 4).
- Identify baseline data and targets when Targets opens Jan. 13.
- Submit completed SAO to administrator by Jan. 22.

Administrator actions

- Monitor staff progress.
- Follow up Jan. 19 – 22 with anyone who has not submitted and provide support.

Hard deadline: Jan. 22, 2027

 **If missed:** If the SAO is not submitted by this date, the student learning evidence portion defaults to 0 points.

PHASE 2 REVIEW & APPROVAL Jan. 13 – 29, 2027

Teacher actions

- Review administrator feedback.
- Revise and resubmit the SAO if changes are required.

Administrator actions

- Review SAO quality using the SAO quality rubric.
- Provide feedback and approve the SAO by Jan. 29.
- Follow up Jan. 26 – 29 with staff who have not acted on required revisions.

Hard deadline: Jan. 29, 2027

 **If missed:** If required revisions are not resubmitted by Jan. 29, the student learning evidence portion defaults to 0 points. If the administrator does not respond within the timeline, the submitted SAO is considered approved.

PHASE 3 MID-SEMESTER REVIEW March 22 – 25, 2027

Teacher actions

- Participate in mid-semester review; required for all Category I teachers and any Category II teachers wishing to adjust expected Targets

Administrator actions

- Conduct the mid-semester review and conference.
- Review student/work evidence or program evidence for each target group.
- Follow up March 23-25 with anyone who has not completed mid-semester actions.

Hard deadline: March 25, 2027

 **Important:** There is no attendance rules process (no students are added or removed) for semester SAOs due to the condensed timeline.

PHASE 4 SUMMATIVE & CLOSE April 12 – May 13, 2027

Teacher actions

- Assess students and gather summative data by April 12.
- Complete all required end-of-semester Journey actions by April 26.
- Apply attendance rules, identify outcomes for each student, and submit the SAO.

Administrator actions

- Conduct the summative conference April 19 – May 13.
- Review student data / work evidence for each target group.
- Use the SAO Summative Rating Rubric to determine the student learning evidence rating.
- Follow up April 9 – 12 with anyone who has not completed required actions.

Hard deadline: April 12, 2027

 **If missed:** If attendance rules and final student outcomes are not submitted by April 12, the student learning evidence portion defaults to 0 points.

Critical 0-Point Triggers

- 🔔 No SAO submitted by Jan. 22, 2027.
- 🔔 Required revisions not resubmitted by Jan. 29, 2027.
- 🔔 Required end-of-semester Journey actions not completed by April. 12, 2027.

Quick role check

Teacher

- ☐ Submit by Jan 22.
- ☐ Revise by Jan 29 if required
- ☐ Complete March 22 – 25 mid-semester actions
- ☐ Complete April 12 end-of-semester actions

Administrator

- ☐ Monitor and support submission
- ☐ Review / approve by Jan. 29
- ☐ Conduct mid-semester conference
- ☐ Conduct summative evaluation and conference