

Appendix F: SAO Classroom & Non-Classroom Instructional Personnel Evaluation Timeline

Student Achievement Objective (SAO) • Yearlong Course • 2026–2027

At-a-Glance Visual Timeline for Classroom & Non-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. 18, 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. 18.
- If eligible for VAM, make VAM/SAO selection by Sept. 18.

Administrator actions

- Monitor staff progress.
- Follow up Sept. 14–18 with anyone who has not submitted and provide support.

Hard deadline: Sept. 18, 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 – Oct. 15, 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 Oct. 15.
- Follow up Oct. 13–15 with staff who have not acted on required revisions.

Hard deadline: Oct. 15, 2026

 **If missed:** If required revisions are not resubmitted by Oct. 15, 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-YEAR REVIEW

Jan. 4 – Jan. 29, 2027

Teacher actions

- Complete the mid-year attendance rules process (add/remove students, if applicable) by Jan. 11.
- Submit any target changes by Jan. 11, if applicable.

Administrator actions

- Conduct the mid-year review and conference.
- Review student/work evidence or program evidence for each target group.
- Follow up Jan. 8–11 with anyone who has not completed mid-year actions.

Hard deadline: Jan. 11, 2027

 **If missed:** Failure to complete the attendance rules process can result in incorrect students being evaluated at the summative SAO evaluation.

PHASE 4

SUMMATIVE & CLOSE

Apr. 12 – May 13, 2027

Teacher actions

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

Administrator actions

- Conduct the summative conference.
- Review student data / work evidence for each target group.
- Use the SAO Summative Rating Rubric to determine the student learning evidence rating.
- Follow up Apr. 27–May 3 with anyone who has not completed required actions.

Hard deadline: Apr. 26 & May 3, 2027

 **If missed:** If attendance rules and final student outcomes are not submitted by May 3, the student learning evidence portion defaults to 0 points.

Critical 0-Point Triggers

-  No SAO submitted by Sept. 18, 2026.
-  Required revisions not resubmitted by Oct. 15, 2026.
-  Required end-of-year Journey actions not completed by May 3, 2027.

Quick role check

Teacher

- ☐ Submit by Sept. 18
- ☐ Revise by Oct. 15 if required
- ☐ Complete Jan. 11 mid-year actions
- ☐ Complete Apr. 26 / May 3 end-of-year actions

Administrator

- ☐ Monitor and support submission
- ☐ Review / approve by Oct. 15
- ☐ Conduct mid-year conference
- ☐ Conduct summative evaluation and conference