

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