**Timeline and Task Manager**

*(Optional)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Documents Needed** | **Date** | **Notes** |
| Create pre-assessment (Type III) | Quality Assurance Checklist | Click here to enter a date. | Click here to enter text. |
|  |  |  |  |
| Administer pre-assessment | Type I, II, and III assessments | Click here to enter a date. | Click here to enter text. |
| Identify student strengths and weaknesses and determine baseline | Type I, II, and III assessments results |  Click here to enter a date. |  Click here to enter text. |
| Complete and turn in Student Learning Objective Templates ***DUE:******November 1st***  | Student Learning Objective Template  |  Click here to enter a date. |  Click here to enter text. |
| Meet with Evaluator to Review SLO Template | Student Learning Objective Template Type I, II, or III assessments |  Click here to enter a date. |  Click here to enter text. |
| Monitor student progress towards Student Learning Objective  | Teacher formative assessments and Data Tracker  |  Click here to enter a date. |  Click here to enter text. |
| Meet with Evaluator for Mid-Point Check | Mid‐Point Check section on SLO Templates  |  Click here to enter a date. |  Click here to enter text. |
| Continue to monitor student progress towards Student Learning Objective  | Teacher formative assessments and Data Tracker  |  Click here to enter a date. |  Click here to enter text. |
| Administer post-assessment  | Type I, II, and III assessments |  Click here to enter a date. |  Click here to enter text. |
| Analyze post-assessment data | Type I, II, and III assessment results | Click here to enter a date. | Click here to enter text. |
| Complete and turn in Summative Reflection **DUE: 24 hour prior to End-Point Conference** | Summative Reflection  |  Click here to enter a date. | Click here to enter text. |
| Meet with Evaluator for End-Point Conference (Summative Student Growth Score)**DUE: Non-tenured= March 1st, Tenured= May 1st**  | SLO Summative Scoring Scale | Click here to enter a date. | Click here to enter text. |