2022-2023 Timeline: Staff Evaluation Snapshot

The dates on this timeline are suggested target goal dates. The dates are meant to help guide the LEA (Local Education Agencies) during the collection process. We realize all LEAs (Local Education Agencies) are on different evaluation timelines, therefore each LEA can determine their process with the final deadline in mind. **All LEA's must have their Staff Evaluation Snapshot finalized and submitted by October 16th.**

Date	Event
Monday, May 1st	**Staff Evaluation Collection Opens** ➢ **Staff Profile (opened September)** ➢ **Staff Assignment (opened September)** ➢ **Staff Evaluation file (open May 1st)**
Wednesday, May 24th	**Date encouraged to have uploaded the following interchange files at least once:** ☐ **Upload updated Staff Profile file** ☐ **Upload Updated Staff Assignment file**
Wednesday, May 17th	**Staff Evaluation Snapshot Soft Opening** **LEA's can create a snapshot**
Wednesday, May 24th	**Staff Evaluation Snapshot Opens** **LEA's can create a snapshot**
Monday, June 12th	**Date encouraged to have uploaded the following interchange file at least once:** ☐ **Staff Evaluation file**
Monday, June 26th	**Collection Target Goal** ☐ Error free Staff Profile ☐ Error free Staff Assignment
Friday, July 14th	**Collection Target Goal** ☐ Staff Evaluation Interchange file Error Free
Monday, August 7th	**Collection Target Goal** ☐ **Error free Staff Evaluation Snapshot**
August 7th-September 30th	Final Snapshot Report Review – This is your opportunity to review reports in detail and make any data corrections you deem necessary to make sure you are reporting valid and reliable data. All data corrections must be completed during this time. If you anticipate that you will not be able to meet this deadline, please contact **Dawna Gudka by email: Gudka_d@cde.state.co.us**
Monday, October 16th	**Required to have Staff Evaluation Snapshot data submitted and sign off page signed and emailed to Dawna Gudka Gudka_d@cde.state.co.us**