

## 2016-2017 IPEGS Timeline

Date	Timeline	Activity	Task/Document	Responsibility
<b>October 27, 2016</b>	Within the first thirty (30) calendar days of the instructional professional's employment when students are in attendance.	Develop and submit the DPGT based upon student data, prior year's IPEGS Summative Evaluation, and School Improvement Plan.	Deliberate Practice Growth Target (DPGT) – FM 7575	<b>Professional</b>
<b>November 18, 2016</b>	By the end of the first grading period.	Review <i>and</i> sign the initial DPGT.	Deliberate Practice Growth Target (DPGT) – FM 7575	<b>Professional/Assessor</b>
<b>October 27, 2016</b>	By the end of the first grading period.	Observation of <b>new (Probationary Contract Status)</b> teachers, instructional support personnel, and student services personnel new to M-DCPS with post-observation meeting. Please note that when the observation is completed, the post-observation meeting must take place within the next ten (10) calendar days. The Formative Performance Evaluation can be completed at the post-observation meeting or at a subsequent meeting prior to the end of the first semester.	Observation of Standards Form (OSF) Teacher – FM 7315 Instructional Support Personnel – FM 7313 Student Services Personnel – FM 7314	<b>Assessor</b>
<b>Various Dates</b> (Contingent upon the new work location reporting date)	Within the first forty-five (45) calendar days of the instructional professional's reporting to a new work location.	Observation of instructional professionals (teachers, instructional support personnel and student services personnel) new to a school site or other work location with post-observation meeting.	Observation of Standards Form (OSF) Teacher – FM 7315 Instructional Support Personnel – FM 7313 Student Services Personnel – FM 7314	<b>Assessor</b>
<b>January 20, 2017</b>	By the end of the first semester.	Formative Evaluation of <b>Probationary Contract Status Professionals</b> – teachers, instructional support personnel, and student services personnel – must be completed by the deadline.	Formative Evaluation Form (FPE) Teacher – FM 7321 Instructional Support Personnel – FM 7319 Student Services Personnel – FM 7320	<b>Assessor</b>
<b>March 23, 2017</b>	By the end of the third grading period.	Second observation of <b>Probationary Contract Status Professionals</b> with post-observation meeting; Observation of annual contract, professional service contract, and continuing contract teachers with post-observation meeting.	Observation of Standards Form (OSF) Teacher – FM 7315 Instructional Support Personnel – FM 7313 Student Services Personnel – FM 7314	<b>Assessor</b>
<b>May 5, 2017</b> K-12 Instructional Personnel  <b>June 23, 2017</b> Adult/Vocational Education Instructional Personnel	At least thirty-five (35) calendar days prior to the last day of the school year for professionals.	Submission of the completed <i>Documentation Cover Sheet</i> .	Documentation Cover Sheet – FM 7407 and related documents (i.e., evidence of communication, DPGT–FM 7575 with evidence of professional development)	<b>Professional</b>
<b>June 2, 2017</b> K-12 Instructional Personnel  <b>July 21, 2017</b> Adult/Vocational Education Instructional Personnel	By no later than seven (7) calendar days prior to the last day of the school year for professionals.	Complete all summative evaluation meetings.	Summative Performance Evaluation (SPE) Form Teacher – FM 7317 Instructional Support Personnel-FM 7316 Student Services Personnel-FM 7318 Documentation Cover Sheet-FM 7407 Site administrator submits the signed original Summative Performance Evaluation forms to Personnel Records as indicated by the district calendar/procedures.	<b>Assessor</b>