

System	Compass Activity	Suggested Timespan	Administrator and Supervisor Actions (System level Compass contact, school supervisor)	Principal and Evaluator Actions (principal, evaluator, and assistant principal)	Employee Actions (teacher, counselor, librarian)
CIS (Compass Information System)	CIS Opens for the School Year	late fall- August 2023	Update Compass Rosters -Add new employees -Assign rubric and evaluators for the current year	n/a	
	Set SLTs*	9/12/22 -12/5/22	Monitor SLT completion	Review and Accept SLTs	Set SLTs
	Conduct Observations	9/12/22- 5/5/23	Monitor Observation Progress	Conduct Observations	Review Observations
	Rate SLTs	12/5/22- 5/26/23	Monitor SLT completion	Rate SLTs	Report Results of SLTs
	Complete Evaluation Ratings	1/2/23- 8/25/23	Ensure all scores are entered in CIS for both non-VAM and VAM	Complete observations and assess student outcomes ratings	Review observation data and feedback
	Final Evaluation Scores Calculated	For non-VAM teachers, available in Compass when the evaluation has been completed. For VAM teachers, available after VAM results are loaded.			
VAM Roster Verification (Formerly CVR)	Roster Verification Period	TBA	CVR has been retired and a new verification system is being created in EdLink 360. The Roster Verification Process will be communicated as soon as that system is completed.		

*[Act 333](#) and BESE policy require student learning targets for each student to be discussed in a meeting between evaluator and evaluatee. Student learning targets not discussed in a meeting between evaluatee and evaluator shall not be used in the person’s evaluation.