

**DuPage Regional Office of Education**



**Timeline for Principal/Assistant Principal Evaluations  
In Order to Comply with Performance Evaluation Reform Act PA 96-0861**

<b>Date</b>	<b>Action</b>	<b>Focus</b>
No Later Than Start of the School Year	Written Notice of Evaluation to Each Principal/Assistant Principal	Must include: <ul style="list-style-type: none"> <li>• Student Growth Rubric</li> <li>• Professional Growth Rubric</li> <li>• Summary of Manner of Which Student and Professional Growth Measures Will be Used in Ratings</li> <li>• Four Rating Levels</li> </ul>
No Later Than October 1 <sup>st</sup>	Discussion of Student Assessment Metrics, Targets, and Goals	<ul style="list-style-type: none"> <li>• Determine Assessments to be Used</li> <li>• Metrics of Assessments</li> <li>• Targets</li> <li>• Professional Goals Based on Prior Year Evaluation</li> </ul>
October 1 <sup>st</sup> – February 28 <sup>th</sup>	Formal and Informal Evaluations	<ul style="list-style-type: none"> <li>• Minimum of Two Formal Observations</li> <li>• As Many Informal Observations as Deemed Necessary by the Evaluator</li> </ul>
Prior to February 1 <sup>st</sup>	Completion of Principal/Assistant Principal Self-Assessments	<ul style="list-style-type: none"> <li>• Practice Rubric Worksheet</li> </ul>
Prior to March 1 <sup>st</sup>	Each Principal/Assistant Principal Summative Evaluation Must be Completed	<ul style="list-style-type: none"> <li>• Review of the Principal/Assistant Principal Self-Assessments and Input Provided</li> <li>• Review of Professional Standards Assessment, Standard Rating, and Overall Professional Standards Rating</li> <li>• Review of Student Growth Data, Goal Achievement, and Professional Growth Data</li> <li>• Review of Summative Rating and Process for Determining Rating</li> <li>• Discussion of Other Necessary and Pertinent Information</li> </ul>