## **Modified CEP timeline for Teachers or Other Professionals**



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| **Teacher/Other Professional** |  | **School** |  |
| **Supervisor** |  | **Cycle** |  |

**A modified timeline for Teachers & Other Professionals may be established for staff hired late or on extended leave. A reasonable timeline may be set by the supervisor within 10 working days of the teacher/other professional’s hire or return to work. The Superintendent or designee will receive and approve this form within an additional 5 working days. For staff hired March 1 or later see guidance on pg. 11**

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| **Mark the reason for needing an adjusted timeframe:** |
| * **Late Hire**
 | * **Extended Leave**
 |
| **Date of hire: \_\_\_\_\_\_\_\_\_\_; Calendar Days: \_\_\_\_\_\_** | **Dates of leave: \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_ ; Calendar Days: \_\_\_\_\_\_** |

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| **TPGES/OPGES Measure** | **Original Timeline** | **Adjusted Timeline** |
| Self-Reflection—all staff | End of 1stquarter |  |
| Professional Growth Plan—all staff | End of 1stquarter |  |
| Supervisor Observation/Workplace Visit—varies by cycle***Mark Applicable Cycle:**** 1 Year Cycle Staff (1Yr)

 1 mini observation 1 full observation* 3 Year Cycle Staff in Year 3 (3YrT3)

 1 mini observation (if not in 19-20) 1 full observation* 3 Year Cycle Staff in Year 2 (3YrT2)

 1 mini observation (if not in 19-20) 1 mini observation* 3 Year Cycle Staff in Year 1 (3YrT1)

 1 mini observation*\*\*No obs. before orientation/within last 14 instructional days* | Fall SemesterSpring SemesterFall SemesterSpring SemesterFall SemesterAny |  |

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| Teacher Signature: | Date: |
| Supervisor Signature: | Date: |
| Superintendent/Designee Signature: | Date: |