**MODIFIED CEP TIMELINE FOR PRINCIPALS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Principal/AP** |  | **School** |  |
| **Supervisor** |  | **Date** |  |

**A modified timeline 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 principal’s hire or return to work. The Superintendent or designee (if not the supervisor) will receive and approve this form within an additional 5 working days.**

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

|  |  |  |
| --- | --- | --- |
| **Principal Measure** | **Original Timeline** | **Adjusted Timeline** |
| Self-Reflection | Sept 30 (or 2 wk after embargo release) |  |
| Professional Growth Goal  Working Conditions Goal  Student Growth Goal | Sept 30 (or 2 wk after embargo release) |  |
| Survey | By April 1 |  |
| Site Visits  --Site Visit 1  --Site Visit 2  \*Formal Site Visit not required for AP, but supervisor uses Site Visit form to document evidence twice per year | Fall Semester  Spring Semester |  |
| Mid-Year Review  *\*May be completed in conjunction with site visit #1 post-conference* | December-January |  |

|  |  |
| --- | --- |
| Principal Signature: | Date: |
| Supervisor Signature: | Date: |
| Superintendent/Designee Signature: | Date: |