

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 2024	Update Compass Rosters -Add new employees -Assign rubric and evaluators for the current year	n/a	
	Create PGPs	Fall 2023	Monitor PGP completion	Monitor PGP completion	Create PGP
	Set SLTs*	Fall-Winter 2023	Monitor SLT completion	Review, meet, and accept SLTs	Set SLTs and meet with evaluator
	Conduct Observations	Fall 2023-Spring 2024	Monitor observation progress	Conduct observations and provide feedback	Review observations
	Rate SLTs	Winter 2023-Spring 2024	Monitor SLT completion	Rate SLTs and provide feedback	Report results of SLTs
	Complete Evaluation Ratings	January 2024- Fall 2024	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 (Spring)	CVR has been retired and a new verification system is being created. 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.