

Compass Information System (CIS) Timeline 2019-2020		Actions by User Type	
Compass Activity	Timespan		Administrators and Supervisors (school system compass contact)
CIS Open for the 2019-2020 School Year	9/9/2019	9/4/2020	<b>Create CIS Rosters:</b> <ul style="list-style-type: none"> <li>- Add new employees</li> <li>- Assign rubrics and evaluators for current year</li> </ul>
Update 2019-2020 Rosters	9/9/2019	11/4/2019	<b>Update CIS Rosters:</b> <ul style="list-style-type: none"> <li>- Add new hires</li> <li>- Add rationales for incompletes</li> </ul>
Set SLTs	9/9/2019	12/2/2019	<b>Monitor SLT Completion</b>
Upload 2018-2019 Leader Scores into CIS	Late Fall 2019	12/27/2019	<b>Finalize and Upload Leader Evaluations</b> <ul style="list-style-type: none"> <li>- After release of SPS scores</li> </ul>
Conduct and Enter Observations into CIS	9/9/2019	5/8/2020	<b>Monitor Observation Progress</b>
Rate SLTs	12/2/2019	5/8/2020	<b>Monitor SLT Completion</b>
Complete 2019-2020 Teacher Evaluation Ratings	1/6/2020	9/9/2020	<b>Final Evaluations:</b> <ul style="list-style-type: none"> <li>- Monitor completion</li> </ul>
Complete 2019-2020 Leader Evaluation Ratings	Late Fall 2020		<b>Final Evaluations:</b> <ul style="list-style-type: none"> <li>- Monitor completion</li> </ul>