Staff Evaluation Snapshot Collection Timeline
2024-2025

The dates on this timeline are recommended dates. The dates are meant to help guide the LEA (Local Education Agencies) during the collection process. We realize all LEAs (Local Education Agencies) are on different evaluation timelines, therefore each LEA can determine their process with the final deadline in mind. **CDE's recommendation is to get this collection completed prior to Staff information and evaluation systems rolling over to the next school year.** All LEA's must have their Staff Evaluation Snapshot finalized and submitted by October 15th.

Date	Event	Event Description
09-01-2024	Open	Staff Profile Interchange Open
04-22-2025	Training Event	Collection Training 1-2pm Microsoft Teams Meeting
05-12-2025	Interim Deadline	Update and upload Staff Profile Interchange file
05-21-2025	Open	Staff Evaluation Interchange Open
06-05-2025	Interim Deadline	Error free Staff Profile Interchange file
06-19-2025	Interim Deadline	Error free Staff Evaluation Interchange file
06-26-2025	Interim Deadline	Create at least one Staff Evaluation Snapshot in Data Pipeline
07-15-2025	Interim Deadline	Error free Staff Evaluation Snapshot
07-15-08-15-2025	Report Review	Final Snapshot Review- This is your opportunity to review reports in detail and make any data corrections you deem necessary to make sure you are reporting valid and reliable data. All data corrections must be completed during this time. If you anticipate that you will not be able to meet this deadline, please contact Dawna Gudka by email: Staff Evaluation
10-15-2025	State Deadline	Staff Evaluation Snapshot Final Deadline Required to have Staff Evaluation Snapshot data submitted and sign off page signed and emailed to Staff Evaluation
10-16-2025	Closed	Collection is no longer available for LEAs to make changes

Collection Event Definitions

Event	Definition
Open	Collection is available for LEAs.
Other Date	An important date for the data collection as determined by the collection lead. More information is provided in the event description.
Training Event	Opportunity for data respondents to learn more details for the collection.
Interim Deadline	LEAs should meet these criteria by this point in time; if not complete, then notification is required with frequent check-ins by the collection lead until the criteria is met.
Report Review	LEAs should use this time to review reports prior to the deadline. Typically, one week prior to the deadline.
Deadline*	LEAs must finalize by this time as set by the collection lead.
State Deadline**	LEAS must finalize by this time as set by legislation.
Data Release	Education statistics based upon this collection are publicly released and the embargo is lifted for this dataset.
Closed	Collection is no longer available for LEAs.

Extensions may be granted due to extreme circumstances as determined by the collection lead.

**Extensions are not allowed as this deadline is set in legislation.*