



# RIALTO UNIFIED SCHOOL DISTRICT PERSONNEL SERVICES

182 E. WALNUT AVENUE, RIALTO, CA 92376 (909) 820-7700 ext. 2400

**TO:** Support Team, Principals, and Agents

**FROM:** Roxanne Dominguez Lead Personnel Agent, Personnel Services  
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**DATE:** June 28, 2024

**RE:** 2024/2025 EVALUATION DUE DATES

Below are the due dates for evaluations of Certificated Teachers, Certificated Administrators, and Classified Managers. Feel free to contact us if you have any questions.

## CERTIFICATED TEACHERS

	<b>Acquaint Evaluates w/procedures (first 20 school days)</b>	<b><u>Pre-Evaluation</u> (within first 40 school days)</b>	<b><u>Interim Evaluation</u> (approximately midway 75 school days)</b>	<b><u>Final Evaluation</u> (no later than 30 school days before last scheduled school day)</b>
Elementary and Secondary	August 28, 2024	September 30, 2024	<u>Conference</u> November 15, 2024	April 18, 2025
			<u>Interim Evaluation Report</u> January 10, 2025	

## DUE DATES for CERTIFICATED ADMINISTRATORS and CLASSIFIED MANAGERS

<b><i>Initial Conference</i></b>	<b><i>Interim Evaluation</i></b>	<b><i>Final Evaluation</i></b>
July 1, 2024 – September 1, 2024	January 15, 2025	30 Calendar days prior to employees' last work day

**Reminder:** Pre-evaluations and interim evaluations must be submitted to Personnel Services with the final evaluation if the employee receives and Unsatisfactory or Satisfactory with Assistance Needed (SWAN)