



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
Rhonda Kramer, Lead Personnel Agent, Personnel Services
Armando Urteaga, Lead Personnel Agent, Personnel Services

DATE: June 6, 2023

RE: 2023/2024 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

	Acquaint Evaluates w/procedures (first 20 school days)	<u>Pre-Evaluation</u> (within first 40 school days)	<u>Interim Evaluation</u> (approximately midway 75 school days)	<u>Final Evaluation</u> (no later than 30 school days before last scheduled school day)
Elementary and Secondary	August 30, 2023	September 28, 2023	Conference November 17, 2023	April 19, 2024
			Interim Evaluation Report January 12, 2024	

DUE DATES for CERTIFICATED ADMINISTRATORS and CLASSIFIED MANAGERS

<i>Initial Conference</i>	<i>Interim Evaluation</i>	<i>Final Evaluation</i>
July 1, 2023 – September 1, 2024	January 13, 2024	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)