

Advance at a Glance

Students learn to think for themselves when teachers continuously learn and develop their classroom practices. *Advance* engages teachers in reflecting on both student learning data and meaningful feedback from school leaders, so they can learn, grow and thrive as professionals.

Key Dates and Reminders for School Year 2019-20

- By September 3:** 2018-19 *Advance* Overall Ratings Sent to Teachers' NYCDOE Email
- September 3 – October 31:** Data Corrections Request (DCR) Window
- September 3 – October 25:** Initial Planning Conference (IPC) Window
- September 4 – October 4:** Make School-Level MOSL Selections
- September 9 – October 4:** Review and order assessments in the [Periodic Assessment Selection Tool](#) (PAST) to ensure delivery of chosen materials for assessment administration (*please note: materials are not ordered through AWA*).
 - Orders placed in PAST by September 6 will include both Beginning-of-Year (BOY) and End-of-Year (EOY) assessment materials.
 - Orders placed between September 9 and October 4 will include only EOY materials. Schools will have to call the Schoolnet Helpdesk to place a late order for printed BOY materials.
 - There will be no February late ordering window. Make sure to place orders in PAST by **October 4**.
- September 16 – October 25:** Beginning-of-Year Assessment Administration, Norming, and Scoring Window*
- By October 1:** Prepare and Deliver Teacher Improvement Plans (TIPs) [*NOTE: IPCs for these teachers to occur by October 1*]
- October 2 – October 31:** Make Teacher-Level MOSL Selections
- By October 4:** Complete School-Level MOSL Selections
- By October 4:** Review and/or complete assessment ordering in the Periodic Assessment Selection Tool to align assessment order with MOSL selections
- By October 18:** Teachers submit DCR requests to principal
- By October 25:** Complete IPCs
- By October 25:** Complete Beginning-of-Year Assessment Administration, Norming, and Scoring
- By October 25:** Attend annual training session at school sites
- By October 31:** Complete Teacher-Level MOSL Selections (teachers will be notified of their MOSL selections by DOE central on November 15)
- By October 31:** Submit DCRs

- By November 8:** Complete Review, Resolve Scanning/Scoring Errors, and Submit Final Beginning-of-Year Assessment Scores
- January 2 – April 30:** Mid-Year Professional Conversations for Teachers with a TIP Window
- January 27:** Last Day of the Fall Observation Window (Last Day of Fall Term)
- April 24 – June 26:** Summative End-of-Year Conferences and Final TIP Meeting Window
- April 27 – June 5:** End-of-Year Assessment Administration, Norming, and Scoring Window*
- By April 30:** Complete Mid-Year Professional Conversations for Teachers with a TIP
- By May 1:** Teachers Complete Roster Maintenance and Verification (RMV) Process
- By May 8:** Respond to Teacher RMV Change Requests in STARS
- By June 5:** Complete Teacher Observations (Last Day of the Spring Observation Window)
- By June 5:** Complete End-of-Year Assessment Administration, Norming, and Scoring
- By June 19:** Complete Review, Resolve Scanning/Scoring Errors, and Submit Final End-of-Year Assessment Scores
- By June 26:** Complete Summative End-of-Year Conferences and Final TIP Meetings
- By June 26:** Last Day to Deliver MOTP Summary Forms to Teachers
- By June 26:** Last Day to Deliver TIP Form and Accompanying Documentation to Teachers
- By June 26:** Complete Entry of Final MOSL and MOTP Points in AWA (*offline schools only*)

* Assessments may have different administration, norming and scoring windows; review the [MOSL Assessment Administration Handbook](#) for more information. In addition, review the [New York State Assessment Calendar](#) for New York State Education Department assessment administration dates.