

# DEADLINE DATES

Topic	Deadline
Advance Overall Ratings Sent to Teachers' NYCDOE Email	<b>September 3</b>
Prepare and Deliver Teacher Improvement Plans (TIPs) [NOTE: IPCs for these teachers to occur by <b>October 1</b> ]	<b>October 1</b>
Complete Grade/Subject-Level MOSL Selections	<b>October 4</b>
Complete IPCs	<b>October 25</b>
Teachers submit DCR requests to principal	October 18
For schools using baselines: Complete Beginning-of-Year Assessment Administration, Norming, and Scoring	<b>October 25</b>
Attend <i>Advance</i> annual training session at school sites	<b>October 25</b>
Complete Teacher-Level MOSL Selections (teachers will be notified of their MOSL selections by DOE central on November 15)	<b>October 31</b>
Submit DCRs	<b>October 31</b>
For schools using baselines: complete Review, Resolve Scanning/Scoring Errors, and Submit Final Beginning-of-Year Assessment Scores	<b>November 8:</b>
Teacher-Level MOSL assignments delivered to teacher	<b>November 15</b>
Last Day of the Fall Observation Window (Last Day of Fall Term)	<b>January 27</b>
Complete Mid-Year Professional Conversations for Teachers with a TIP	<b>April 30:</b>
Teachers Complete Roster Maintenance and Verification (RMV) Process	<b>May 1</b>
Complete Teacher Observations (Last Day of the Spring Observation Window)	<b>June 5</b>
Complete End-of-Year Assessment Administration, Norming, and Scoring	<b>June 5</b>
Complete Review, Resolve Scanning/Scoring Errors, and Submit Final End-of-Year Assessment Scores	<b>June 19</b>
Complete Summative End-of-Year Conferences and Final TIP Meetings	<b>June 26</b>
Last Day to Deliver MOTP Summary Forms to Teachers	<b>June 26</b>
Last Day to Deliver TIP Form and Accompanying Documentation to Teachers	<b>June 26</b>

\* 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.

<b>DATE Ranges</b>		
<b>Topic</b>	<b>Start Date</b>	<b>End Date</b>
Data Corrections Request (DCR) Window Teachers notify the principal by October 18.	<b>September 3</b>	<b>October 18</b> (principals notify DOE by 31 <sup>st</sup> )
Initial Planning Conference (IPC) Window	<b>September 3</b>	<b>October 25</b>
<b>The MOSL Committee</b> makes Grade/Subject-Level MOSL Selections	<b>September 4</b>	<b>October 4</b>
Beginning-of-Year Assessment Administration, Norming, and Scoring Window*	<b>September 16</b>	<b>October 25</b>
<b>The MOSL Committee</b> makes Teacher-Level MOSL Selections	<b>October-2</b>	<b>October 31</b>
Mid-Year Professional Conversations for Teachers with a TIP Window	<b>January 2</b>	<b>April 30</b>
End-of-Year Assessment Administration, Norming, and Scoring Window*	<b>April 27</b>	<b>June 5</b>
Summative End-of-Year Conferences and Final TIP Meeting Window	<b>April 24</b>	<b>June 26</b>