2023-2024 Spot Observation Guidelines for Late Hires, Transfers, and Leave
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Minimum Number of Spots Required
During the 2023-2024 academic school year, all teachers should receive a minimum of 4 spot observations
annually. However, for late hires, transfers and leaves of absence please use the table below to determine the
number of prorated spot observations.
Leaves of Absence
If a teacher is on leave, the required number of spot observations will be reduced by one spot observation for
every nine weeks of leave.

Example:
If a teacher is on leave for the entire second nine week grading period, only one spot observation would be
required to be conducted by the evaluator that semester. (3 total for the academic school year)

Late Hires or Transfers
When a teacher begins teaching on a campus after the start of the school year (i.e., due to a late hire or
transfer), the following table should be used to determine the minimum number of spot observations required
for a teacher’s evaluation.

Example:
A teacher transfers to a new campus on January 11
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semester.