

2024-2025 Spot Observation Guidelines for Late Hires, Transfers, and Leave

Minimum Number of Spots Required

During the 2024-2025 academic school year, all teachers should receive a **minimum of 6 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 6 weeks of leave.

Example:

If a teacher is on leave for the entire first nine week grading period, two spot observations would be required to be conducted by the evaluator that semester. (5 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 11th. The new appraiser would conduct three spots that semester.

However, if the prior appraiser did not complete the minimum spots required for the first semester (3), then the new appraiser from the new campus would be responsible for completing the minimum 6 annual spot observations for that teacher.

Grading Period	Date Range	Minimum number of spots required annually if teacher starts within Date Range
1 st 9 weeks	8/12/2024- 9/20/2024	6 spots needed to be on trac