



MISD Appraisal Deadlines 2023-2024

| Appraisal Category | Due to HR | Contract/LORA Actions |
|--|--|---|
| <ul style="list-style-type: none"> • Associate Superintendents • Assistant Superintendents • Area Superintendents • Directors/Assistant Directors • Coordinators • Principals • Associate/Assistant Principals • Chief of Police | <p style="text-align: center;">Summative conferences held no later than May 24th</p> <p style="text-align: center;">Due to Human Resources June 7th</p> | <p style="text-align: center;">Contract recommendations are presented and approved at March Board meeting; Contracts issued by the end of April</p> |
| <ul style="list-style-type: none"> • Teachers/Coaches • Media Specialists • Nurses • Counselors • Special Ed Professionals • Behavior Specialist • Instructional Technologists | <p style="text-align: center;">Summative conferences held no later than April 25th</p> <p style="text-align: center;">Due to Executive Director per checkout procedure</p> | <p style="text-align: center;">Contract recommendations are presented and approved at April Board meeting; Contracts issued by the end of May</p> |
| <ul style="list-style-type: none"> • Special Education Support Staff • Cafeteria workers • Bus drivers and aides | <p style="text-align: center;">May 3rd</p> | <p style="text-align: center;">Letters of Reasonable Assurance issued by the end of May</p> |
| <p>All paraprofessionals</p> <ul style="list-style-type: none"> • Central • Campus • Technology | <p style="text-align: center;">May 3rd</p> | <p style="text-align: center;">Letters of Reasonable Assurance issued by the end of May for all at-will employees except 261 day employees</p> |
| <ul style="list-style-type: none"> • Maintenance/Custodian/Transportation - 261 day employees | <p style="text-align: center;">June 7th</p> | <p style="text-align: center;">No letter of Reasonable Assurance or contract issued</p> |

