

2024-25 TEAM Evaluation Timeline

This document provides district, charter schools, and school leaders with processes, deadlines, and resources related to educator evaluation. The department will communicate additional details and any adjustments via the [TEAM website](#), monthly configurator emails, monthly office hours, and department newsletters. All actions should be completed by **5:00 p.m. CT** on the dates listed unless stated otherwise.

Completion Date	Action	Owner(s)	Resources	Supporting Reports	Designation
June 3, 2024	TEAM evaluator certification and recertification process opens .	Evaluation Configurators Evaluators	TEAM Training Registration and Information	Evaluator Credentials	Current Year (2024-25) Evaluation Implementation
June 21, 2024	Evaluation Flexibility Options Survey due	Directors of Schools Evaluation Configurators	Evaluation Flexibility Options Guidance		Current Year (2024-25) Evaluation Implementation
July 1, 2024 (projected)	2024-25 school year opens to assign district-level roles and permissions in TNCompass.	Directors of Schools Evaluation Configurators	TNCompass User Guide	Staff Assignments	Current Year (2024-25) Evaluation Implementation
Aug. 30, 2024	Enter final achievement measure scores (off-the-shelf measures, etc.) from 2023-24.	Evaluation Configurators Administrators	TNCompass User Guide	Evaluation Scores by Educator*	Previous Year (2023-24) LOE Generation
Aug. 30, 2024	Ensure former staff members have been removed from current year staffing.	Evaluation Configurators Administrators	TNCompass Evaluation Data Management Guide	Staff Assignments	Current Year (2024-25) Evaluation Implementation
Aug. 31, 2024	Team evaluator recertification process closes at 11:59 p.m. CT.	Evaluation Configurators Evaluators	TEAM Training Information	Evaluator Credentials	Current Year (2024-25) Evaluation Implementation

Completion Date	Action	Owner(s)	Resources	Supporting Reports	Designation
Sept. 27, 2024	Complete portfolio teacher rostering.	Portfolio Leads Evaluation Configurators	Portfolio Resources		Current Year (2024-25) Evaluation Implementation
Oct. 13, 2024	Complete 2024-25 staffing in TNCompass.	Evaluation Configurators	TNCompass User Guide District and School Staff Assignments Roles and Permissions	Staff Assignments	Current Year (2024-25) Evaluation Implementation
Oct. 18, 2024	Enter final achievement measure scores (graduation rate, ACT, etc.) from 2023-24.	Evaluation Configurators Administrators	TNCompass User Guide	Evaluation Scores by Educator*	Previous Year (2023-24) LOE Generation
Oct. 25, 2024	Complete alternative growth measure (AGM)-URS teacher rostering.	AGM Leads Evaluation Configurators	Alternative Growth Measures		Current Year (2024-25) Evaluation Implementation
Oct. 25, 2024	Ensure all implementing teachers have access through SSO to online student growth portfolio platform.	Portfolio Leads	Portfolio Resources		Current Year (2024-25) Evaluation Implementation
Dec. 1, 2024	Complete all growth and achievement measure selections/scales in TNCompass.	Evaluation Configurators Administrators	Achievement Measure Selection Guidance	Growth and Achievement Measures*	Current Year (2024-25) Evaluation Implementation
Dec. 6, 2024	Ensure portfolio point A assessments are complete.	Portfolio Leads	Portfolio Resources		Current Year (2024-25) Evaluation Implementation
End of 1st Semester, 2024	Ensure all evaluations from 2023-24 are finalized and signed with PIN.	Evaluation Configurators Administrators	TNCompass User Guide	Evaluation Scores by Educator	Previous Year (2023-24) LOE Generation

Completion Date	Action	Owner(s)	Resources	TNCompass Reports	Designation
Jan. 15, 2025	Submit request for additional achievement measures and alternative growth measures to portfolios.	Directors of Schools Evaluation Configurators	Measure Approval Process		Future Year (2025-26) Evaluation Implementation
Jan. 15, 2025	Submit request to pilot observation model not currently state board-approved.	Directors of Schools Evaluation Configurators	Model Approval Process		Future Year (2025-26) Evaluation Implementation
Jan. 15, 2025	Complete fall semester teacher and administrator observation entry in TNCompass.	Administrator Evaluators Teacher evaluators	TNCompass User Guide	Pacing Guide	Current Year (2024-25) Evaluation Implementation
Jan. 15, 2025	Identify current partial year exemptions (PYE) and enter in TNCompass.	Evaluation Configurators Administrators	Partial Year Exemption Guidance		Current Year (2024-25) Evaluation Implementation
Feb. 2025	Applications for student growth portfolio peer reviewers open.	Portfolio Leads Portfolio Implementing Teachers	See "Recently Released" on the TEAM website landing page		Current Year (2024-25) Evaluation Implementation
March 14, 2025	Ensure portfolio point B submissions are on track.	Portfolio Leads	Portfolio Resources		Current Year (2024-25) Evaluation Implementation
March 31, 2025	Ensure growth and achievement measure selections and scores are accurate and complete.	Evaluation Configurators Administrators	Achievement Measure Selection Guidance	Growth and Achievement Measures*	Current Year (2024-25) Evaluation Implementation
March 31, 2025	TEAM evaluator certification process closes at 11:59 p.m. CT.	Teacher and Administrator Evaluators	TEAM Training Registration and Information	Evaluator Credentials	Current Year (2024-25) Evaluation Implementation

Completion Date	Action	Owner(s)	Resources	TNCompass Reports	Designation
		Evaluation Configurators			
April 2025	Monitor educator portfolio submission status in online platform.	Portfolio Leads	Portfolio Resources		Current Year (2024-25) Evaluation Implementation
April 2025	Peer reviewer selections announced.	Portfolio Leads	Portfolio Resources		Current Year (2024-25) Evaluation Implementation
May 5, 2025	Deadline to submit portfolios into online platform.	Portfolio Leads Teachers	Portfolio Resources		Current Year (2024-25) Evaluation Implementation
June 7, 2025	Enter final observation scores (including professionalism) and available achievement measure scores.	Administrator and Teacher Evaluators	TNCompass User Guide Guidance on Summative Conferences	Evaluation Scores by Educator*	Current Year (2024-25) Evaluation Implementation
June 7, 2025	Finalize and enter partial year exemptions (PYE) in TNCompass.	Evaluation Configurators Administrators	Partial Year Exemption Guidance		Current Year (2024-25) Evaluation Implementation
June 14, 2025	Upload all observation data managed by third party vendors into TNCompass.	Evaluation Configurators	TNCompass User Guide		Current Year (2024-25) Evaluation Implementation

*This report will allow you to audit selections and scores in TNCompass. The Import Wizard must be used to upload measure selections and scores in TNCompass.