

**TENTATIVE TIMELINE GUIDE
SCHEDULE FOR SAP TRANSFER/REAPPOINTMENT PROCESS
INSTRUCTIONAL AND CLASSIFIED PERSONNEL
2026-27 SCHOOL YEAR**

Instructional Staff		Instructional Staff continued	
Feb 13	Budget reports available in transfer folders for new schools and consolidated schools	Mar 16-20	SPRING BREAK
Feb 13 - 25	Principals at new schools 97-E-2 and 126-E-4 and consolidated schools* begin interviewing and extending offers only to CC/PSC teachers from feeder schools and schools identified for closing	By Mar 26	Budget reports available in transfer folders & Staffing Status reports available in SAP Portal
Feb 25	Last day for principals at new schools and consolidated schools* to offer employment to CC/PSC teachers from feeder schools and schools identified for closing	Apr 8	Completed Budget reports due by 5pm
Feb 26-27	Staffing Managers will compile vacancies and identify placements for only CC/PSC teachers from schools identified for closing that have not secured a position	Apr 8	Completed Staffing Status reports due by 5pm
Mar 2	Principals at new schools and consolidated schools* begin interviewing and extending offers only to Annual contract teachers from schools identified for closing **Annual contract teachers at the feeder schools will be able to apply to the new schools only	Apr 8	Last day to verbally notify CC/PSC teachers if they will be unassigned due to allocations
Mar 13	Last day for principals at new schools and consolidated schools to offer employment to Annual contract teachers from feeder schools and schools identified for closing	Apr 9-15	Staffing Managers check status reports, create list of unassigned CC/PSC teachers, compile vacancies and identify placements
*Consolidated Schools		April 16	Placement of unassigned CC/PSC teachers into available positions
Columbia Elementary, Deerwood Elementary, Discovery Middle, Eagles Nest Elementary, East Lake Elementary, Engelwood Elementary, Glenridge Middle, Ivey Lane Elementary, Legacy Middle, Oak Hills Elementary, Odyssey Middle, Roberto Clemente Middle, Shenandoah Elementary, Southwood Elementary, Ventura Elementary, Washington Shores Elementary, Wyndham Lakes Elementary		April 17-22	PHASE TWO Annual and Probationary contract teachers to be notified in writing by the principal if they will or will not be recommended for reappointment
PHASE ONE		April 17-22	Temporary contract teachers to be notified by principal in writing of expiration of employment due to contract
Mar 16	Last day for Instructional employees on leave of absence until the end of the 2025-26 school year to notify work location supervisors of their intent for the 2026-27 school year	April 17-May 1	Begin interviewing and extending offers to voluntary transfers of Annual contract teachers at the schools identified for closing that have not secured a position for the 2026-27 school year
		By May 1	Instructional evaluations shall be finalized for CC/PSC, Annual, Probationary and Temporary contract teachers
		May 4-8	Employment Services will identify placements for only Annual contract teachers from schools identified for closing who were not selected during the voluntary transfer period
		May 11	Principals notified of Annual contract teachers placement
		May 12	Begin interviewing and extending offers to all non-reappointed eligible Annual contract teachers districtwide
		May 19	Begin interviewing and extending offers to voluntary transfers of CC/PSC, Annual and Probationary contract teachers districtwide
		May 27 - 5pm	Begin interviewing and extending offers to Temporary contract teachers and teachers new to the district (a list of all eligible OCPs teachers for rehire who have been non-reappointed will be provided)
		Jun 16	School Board acts on the Superintendent's reappointment nominations
			<hr/> Classified Staff <hr/>
		Mar 16	Last day for classified employees who are on leave of absence until end of the 2025-26 school year to notify work location supervisors of their intent for the 2026-27 school year
		Mar 16-20	SPRING BREAK
		By Mar 26	Budget reports available in transfer folders & Staffing Status reports available in SAP Portal
		Apr 8	Completed Budget reports due by 5pm
		Apr 8	Completed Staffing Status reports due by 5pm
		Apr 13	Work location supervisors, if necessary, advise classified personnel in writing of intent to place employee on the unassigned list
		By Apr 15	Classified evaluations completed
		Apr 22- May 8	Staffing Managers check Status reports, create list of unassigned classified employees, compile vacancies and identify placements
		May 12	Placement of unassigned classified employees into available positions and layoffs

** During the Voluntary Transfer Period the District will send a list of anticipated vacancies to all instructional employees via email

****Tentative Timeline is subject to change****