TENTATIVE TIMELINE GUIDE SCHEDULE FOR SAP TRANSFER/REAPPOINTMENT PROCESS INSTRUCTIONAL AND CLASSIFIED PERSONNEL 2023-24 SCHOOL YEAR

	Instructional Staff		Instructional Staff continued		Classified Staff
Jan 27	Principals at selected schools* begin interviewing and extending offers only to CC/PSC teachers district-wide	Apr 4-7	Staffing Managers check status reports, create list of unassigned CC/PSC teachers, compile vacancies and identify placements	Mar 13-17 Mar 15	SPRING BREAK Last day for classified employees who are on leave of absence until end of the 2022-23 school
Feb 17	Principals at selected schools begin interviewing and extending offers to Annual	April 10	Placement of unassigned CC/PSC teachers into available positions		year to notify work location supervisors of their intent for the 2023-24 school year
Mar 10	teachers district-wide Last day for principals at selected schools to		PHASE TWO	By Mar 20	Budget & Staffing Status reports available in transfer folders
	offer employment to CC/PSC and Annual teachers district-wide	Apr 11-14	Online reappointment recommendation codes for CC/PSC, Annual and Probationary contract teachers entered and released in SAP	Apr 3	Completed Budget reports due by 5 pm
				Apr 3	Completed Staffing Status reports due by 5 pm
Carver Middle, Catalina Elem, Chain of Lakes Middle, College Park Middle, Eagles Nest Elem, Eccleston Elem, Edgewater High, Engelwood Elem, Evans High, Hungerford Elem, Ivey Lane Elem, Jones High, Lake Gem Elem, Lake Silver Elem, Lake Weston Elem, Lakeville Elem, Lockhart Middle, Meadowbrook Middle, Memorial Middle, Millennia Gardens Elem, Mollie Ray Elem, OCPS Academic Center for Excellence, Orlo Vista Elem, Phillis Wheatley Elem, Pine Hills Elem, Pineloch Elem, Positive Pathways, Ridgewood Park Elem, Rock Lake Elem, Rolling Hills Elem, Rosemont Elem, Sadler Elem, Shingle Creek Elem, Tangelo Park Elem, Union Park Middle, Washington Shores Elem and West Oaks Elem April 29 PHASE ONE		Apr 11-14	Enter and release in SAP the online code to terminate Temporary contract teachers	Apr 3	Work location supervisors, if necessary, advise classified personnel in writing of intent to place employee on the unassigned list
		April 11-14	Annual and Probationary contract teachers to be notified in writing by the principal if they will or will not be recommended for reappointment	By Apr 14	Classified evaluations completed
				Apr 11- 24	Staffing Managers check Status reports, create
		April 11-14	Temporary contract teachers to be notified by principal in writing of expiration of employment	·	list of unassigned classified employees, compile vacancies and identify placements
			due to contract Begin interviewing and extending offers to voluntary transfers of CC/PSC, Annual and Probationary and extending offers to Temporary contract teachers**	April 25	Placement of unassigned classified
		April 11		employees into available positions an layoffs	
		April 25- 5pm	25- 5pm Begin interviewing and extending offers to		
			teachers new to the district (a list of all eligible OCPS teachers for rehire who have been non-		
Mar 13-17	SPRING BREAK		reappointed will be provided)		
Mar 15	Last day for Instructional employees on leave of absence until the end of the 2022-23 school year to notify work location supervisors of their intent for the 2023-24 school year	By May 1	Instructional evaluations shall be finalized for CC/PSC, Annual, Probationary and Temporary contract teachers		
By Mar 20	Budget & Staffing Status reports available in transfer folders	Jun 27	School Board acts on the Superintendent's reappointment nominations		
Apr 3	Completed Budget reports due by 5pm				
Apr 3	Completed Staffing Status reports due by 5 pm				
Apr 3	Last day to verbally notify CC/PSC teachers if they will be <u>unassigned</u> due to allocations				

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