

**TENTATIVE TIMELINE GUIDE  
SCHEDULE FOR SAP TRANSFER/REAPPOINTMENT PROCESS  
INSTRUCTIONAL AND CLASSIFIED PERSONNEL  
2024-25 SCHOOL YEAR**

| <b>Instructional Staff</b> |   | <b>Instructional Staff continued</b> |  | <b>Classified Staff</b> |  |
|----------------------------|---|--------------------------------------|--|-------------------------|--|
| Jan 26                     | Principals at <b>new schools</b> 50-H-SE-2, 129-M-SE-2 and 47-E-W-4 begin interviewing and extending offers <b>only to CC/PSC</b> teachers from feeder schools                    | April 11-15                          | <b>PHASE TWO</b><br>Annual and Probationary contract teachers to be notified in writing by the principal if they will or will not be recommended for reappointment       | Mar 15                  | Last day for classified employees who are on leave of absence until end of the 2023-24 school year to notify work location supervisors of their intent for the 2024-25 school year |
| Feb 2                      | Principals at <b>new schools</b> 50-H-SE-2, 129-M-SE-2 and 47-E-W-4 begin interviewing and extending offers <b>only to CC/PSC</b> teachers district-wide                          | April 11-15                          | Temporary contract teachers to be notified by principal in writing of expiration of employment due to contract   | By Mar 15               | Budget & Staffing Status reports available in transfer folders   |
| Feb 9                      | Principals at <b>new schools</b> begin interviewing and extending offers to <b>Annual</b> contract teachers district-wide   | April 11                             | Begin interviewing and extending offers to voluntary transfers of CC/PSC, Annual and Probationary and extending offers to Temporary contract teachers**                  | Mar 18-22               | SPRING BREAK   |
| Mar 8                      | Last day for principals at <b>new schools</b> to offer employment to <b>CC/PSC and Annual</b> contract teachers district-wide   | Apr 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-reappointed will be provided) | Apr 1                   | Completed Budget reports due by 5 pm   |
|                            | <b>PHASE ONE</b>  | By May 1                             | Instructional evaluations shall be finalized for CC/PSC, Annual, Probationary and Temporary contract teachers  | Apr 1                   | Completed Staffing Status reports due by 5 pm  |
| Mar 15                     | Last day for Instructional employees on leave of absence until the end of the 2023-24 school year to notify work location supervisors of their intent for the 2024-25 school year | Jun 25                               | School Board acts on the Superintendent's reappointment nominations  | Apr 1                   | Work location supervisors, if necessary, advise classified personnel in writing of intent to place employee on the unassigned list   |
| By Mar 15                  | Budget & Staffing Status reports available in transfer folders  |                                      |  | By Apr 15               | Classified evaluations completed   |
| Mar 18-22                  | SPRING BREAK  |                                      |  | Apr 11 - 25             | Staffing Managers check Status reports, create list of unassigned classified employees, compile vacancies and identify placements  |
| Apr 1                      | Completed Budget reports due by 5pm   |                                      |  | Apr 26                  | <b>Placement of unassigned classified employees into available positions and layoffs</b>   |
| Apr 1                      | Completed Staffing Status reports due by 5 pm   |                                      |  |                         |  |
| Apr 1                      | Last day to verbally notify CC/PSC teachers if they will be <u>unassigned</u> due to allocations  |                                      |  |                         |  |
| Apr 2-9                    | Staffing Managers check status reports, create list of unassigned CC/PSC teachers, compile vacancies and identify placements  |                                      |  |                         |  |
| April 10                   | <b>Placement of unassigned CC/PSC teachers into available positions</b>   |                                      |  |                         |  |

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