

**Office of Staff Relations
2025-2026 CHECKLIST OF IMPORTANT TASKS AND DATES**

Month	Task (Once the task is completed check the corresponding box)
July	<p>UTLA represented employees (A-basis employees):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review IPS and meet with employees to discuss objectives <input type="checkbox"/> Schedule Formal classroom observation and Growth Plan Visit <input type="checkbox"/> Notification of Evaluation Status Deadline (A-Basis, Early Education 8/1/25) <p>AAALA represented employees:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Distribute Initial Planning Sheet (A-basis 7/25/25; E-basis 8/15/25; B-basis 8/22/25)
August	<p>UTLA represented employees:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review IPS and meet with employees to discuss objectives <input type="checkbox"/> Schedule Formal classroom observation and Growth Plan Visit <input type="checkbox"/> Initial Planning Sheets Due (IPS) (A-Basis, Early Education 8/8/25) <input type="checkbox"/> Hold Initial Planning Conferences (A-Basis, Early Education 8/22/25) <input type="checkbox"/> Identify all Probationary 1 and 2 and other non-permanent (University Interns, Temporary Contracts) teachers by accessing the HR072 and HR073 reports in SAP. Contact your Personnel Specialist for assistance and questions. <p>AAALA represented employees:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collect IPS (A-basis 8/8/25, E-basis 08/28/25) <input type="checkbox"/> Hold Initial Planning Conferences (A-basis 8/22/25, B-Basis 9/19/25, E-Basis 9/12/25) <p>Classified:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Verification of valid, unexpired First Aid/CPR Certification for Special Ed Assistants/Trainees, Health Care Assistants, Personal Needs Attendants, and Instructional Aides for Deaf and Hard of Hearing is due at the beginning of each school year, Ref 6770.2. Employees must have proof of certification within the first 20 days of their assignment, or they will be released for failure to qualify. Licensed Vocational Nurses must also have an active First Aid/CPR certification. <input type="checkbox"/> Unit S (SAA/Plant Manager/Supervising Special Ed Assist, requirement for expectations for new year <input type="checkbox"/> Teamster Employees (SAAs/Plant Managers/Food Service Managers/Supervising Special Ed Assistants – meet regarding performance goals within 30 days of start of basis (CBA Unit S Article X section 2.0 (page 30) <input type="checkbox"/> Teacher Assistants (Degree and Non-Degree Track): Documents verifying enrollment for the 2025-2026 school year are to be uploaded to the Teacher Assistant Portal. The submission dates are:

	Semester	Proof of Enrollment	Transcripts
	Fall	Oct 31	Jan 31
	Spring	Feb 28	June 30

September

UTLA represented employees:

- 9/12/25 Deadline for Notification to Single Track Teachers Regarding Evaluation Status (Teachers assigned to a school site after 9/13/25 and before 10/3/25 may still be rostered and should be notified. After 10/6/25, permanent teachers may not be evaluated, unless they received a BSE the previous year or they are non-permanent.)
- Initial Planning Sheets Due (IPS) C-Basis (All schools, 9/19/25)

AAALA represented employees:

- Collect IPS (B-Basis 9/5/25)
- Hold Initial Planning Conferences (E-basis 9/12/25; B-basis 9/19/25)

October

UTLA represented employees:

- Hold Initial Planning Conferences C-Basis (Contractual Deadline 10/3/25)

Classified employees:

- Preliminary Probationary Performance Evaluation due for employees hired or promoted in August (after approximately two months of service).
- If performance is Below Standards, Preliminary and Final Probationary Evaluation can be completed at one and three months of service. Document assistance provided and warning of possible disciplinary action in a Conference Memo. Contact Sr HR Rep by 60th day of service for assistance and guidance.
- Teacher Assistant proof of enrollment required. Can be found in the Principal Portal <https://principalportal.lausd.net/Teacher/ReportTa.aspx>

November

UTLA represented employees:

HR sends Prob 2 Affirmative Decision Roster to administrators

- Based on observations, student performance data, and attendance, are your Prob 2 teachers effective? Do they demonstrate potential for continued effectiveness? Meet with your Instructional Director to discuss each Prob 2 teacher and your decision to recommend for permanent status or non-reelection
- Submit Prob 2 Affirmative Decision Forms to Local District Superintendent/Division Head

Classified Employees (Probationary)

- Final Probationary performance evaluation should be completed no later than the 80th workday from hire date. Contact the Senior HR Rep for assistance.

December

UTLA represented employees:

- 12/19/25 Growth Planning: Mid-Year Reflection – Optional step (Early Education 12/30/25)
- Warning of possible Below Standard Evaluation (All schools, 12/1/25– 1/31/26)

<p>January</p>	<p>UTLA represented employees: HR sends Prob 1 Affirmative Decision rosters to administrators</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hold meeting with Prob 2 teachers to notify of non-reelection <input type="checkbox"/> Based on observations, student performance data, and attendance, are your Prob 1 teachers effective? Do they demonstrate potential for continued effectiveness? Meet with your Instructional Director to discuss each Prob 1 teacher and your decision to recommend for continued employment or non-reelection <p>Classified employees:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Document performance issues. Warn of possible less than satisfactory evaluation. <input type="checkbox"/> Restricted employees may promote if in service for at least 6 months. Promotability forms may be found at https://lausdjobs.org/employee-resources/ under the Manager Center section. Please note, this is not a performance evaluation, rather to change the employee's status from restricted to regular (having full due process rights). It is required to issue the promotability form. It is not required to pass the employee. <input type="checkbox"/> Teacher Assistants (TA's) (Degree and Non-Degree Track) Documents verifying completion of fall semester units. Check for upload at Principal's Portal due 1/31/26 https://principalportal.lausd.net/Teacher/ReportTa.aspx
<p>February</p>	<p>UTLA represented employees:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 2/20/26 Deadline for Formal Observations <input type="checkbox"/> Deadline for all Post-Observation Conferences: no more than 10 working days after formal observation <p>Classified employees:</p> <ul style="list-style-type: none"> <input type="checkbox"/> TAs proof of enrollment for Spring Semester due 2/28/26.
<p>March</p>	<p>UTLA represented employees:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit Prob 1 Affirmative Decision Forms to District Superintendent (early March) <input type="checkbox"/> Growth Plan Visit deadline for K-12 schools is 3/20/26 <p>Classified employees:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conference Memo due dates for employees who will receive a Below Standards rating on their annual evaluation: <ul style="list-style-type: none"> o 3/23/26 for Single Track C Basis employees. Evaluation due 05/13/26. o 4/14/26 for Single Track E basis employees. Evaluation due 5/29/26.
<p>April</p>	<p>UTLA represented employees:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hold meeting with Prob 1 employees to notify of Intent to Non-Reelect (early March) <input type="checkbox"/> Meet with statutory site councils to determine funding for categorical positions <input type="checkbox"/> Selection of coordinators and election of deans <input type="checkbox"/> Post 2026/2027 Tentative Matrix * (4 weeks prior to selection) <input type="checkbox"/> Distribute Matrix Preference Forms <input type="checkbox"/> Growth Plan Visit deadline for Early Education Centers is 4/17/26 <p>Classified Employees:</p>

	<ul style="list-style-type: none"> <input type="checkbox"/> Conference Memo due dates for employees who will receive a Below Standards rating on their annual evaluation: <ul style="list-style-type: none"> o 4/14/26 for Single Track E basis employees.
May	<p>UTLA represented employees:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 5/11/26 Deadline for Final Evaluations to be completed (A-basis, Early Education 5/29/26) <input type="checkbox"/> Notification to teachers of tentative assignments for 2026/2027 (5/13/27 or 21 calendar days prior to the teacher’s last scheduled workday) <p>AAALA represented employees: Deadline for Final Evaluations to be completed</p> <ul style="list-style-type: none"> <input type="checkbox"/> 05/13/26–Assistant Principals <input type="checkbox"/> 05/14/26–School Support Administrators B basis <input type="checkbox"/> 05/20/26–Principals <input type="checkbox"/> 05/22/26–School Support Administrators E basis <input type="checkbox"/> 05/26/26–School Support Administrators A basis <input type="checkbox"/> 05/27/26 – Principal Supervisors <p>Classified employees:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Annual Evaluation due dates: <ul style="list-style-type: none"> o Single Track C Basis employees 5/13/26 o Single Track E basis employees 5/29/26 <p>Restricted employees (W1 in subgroup) may promote if in service for at least six (6) months. Promotability forms may be found at https://lausdjobs.org/employee-resources/ under the Manager Center section. Please note, this is not a performance evaluation, rather to change the employee’s status from restricted to regular (having full due process rights). It is required to issue the promotability form. It is not required to pass the employee. Contact the Senior Human Resources Representative for assistance.</p>
JUNE	<p>UTLA</p> <ul style="list-style-type: none"> <input type="checkbox"/> June 11, 2026 – Pupil Free day and last day on basis (for C-Basis employees)