

LICENSED PROVISIONAL NON-RENEWAL/EXTENSION FLOWCHART & TIMELINE

AUGUST - DECEMBER

- **August, 2023** – Assign a mentor to the provisional educator
- **11/01/2023** – Crucial Policy Review Complete
- **12/05/2023** – HR presents non-renewal information in principal’s meeting
- **12/22/2023** – 1st JPAS completed for Provisional educators
- Complete Plan for Improvement for provisional educators with a “Not Effective” rating
- Letter of Concern/Written Warning issued to educator

JANUARY

- 2nd JPAS completed for provisional educators
- Complete Plan for Improvement for provisional educators with a “Not Effective” rating
- Letter of Concern/Written Warning issued to educator

FEBRUARY

- **02/01/2024** – Non-renewal request window open

MARCH

- **03/22/2024** – Non-renewal/extension request form with supporting documentation due to AOS
- **03/26/2024** – Non-renewal/extension request form due to HR from AOS
- If approved, immediately meet with the employee after receiving the non-renewal/extension letter from HR
- Send the employee signed non-renewal/extension form to HR

For additional information, see employment.jordandistrict.org/AdminOnly