

2025-2026 CCAP HS Teacher Led Course Evaluation Timeline



Dual Enrollment

Annual Evaluation Components:

- Student Survey & Survey Evaluation Reports (initiated by Mylea Christensen, Office of Instruction, directly to HS Teacher)
- In Person Site Visit (one section/HS Period per course, per HS Teacher required)

Documents for Faculty Designee to Submit to the CCAP/Dual Enrollment Office:

- Site Visit Form
- 2025-2026 Determination for Renewal Form (electronic)

[Click here for a link to the Determination for Renewal Dynamic Form](#)

General Timeline for CCAP Course Evaluations:

Task	Responsibility	Fall Only Courses	SLOHS Trimester Schedule	Fall/Yr Round Courses	Spring Only Courses
Deadline for Site Visit Form and Determination for Renewal to be Submitted:		Friday, Nov. 14th	Thursday, Feb. 12th	Friday, April 10th	Friday, April 10th
Conduct Pre-Evaluation <i>Set timeline with high school teacher for student surveys and Site Visit</i>	Faculty Designee	Mid-September	Mid-November	Late January	Mid-February
Student Electronic Survey <i>Mylea will e-mail HS teacher, and copy Faculty Designee during this window</i>	Mylea HS Teacher	9/29 - 10/3	12/1 - 12/5	1/26 - 2/6	2/23 - 2/27
Student Evaluation Reports <i>Mylea will keep the survey open for two weeks, and send evaluation report to HS Teacher, Faculty Designee, and Associate Director of Dual Enrollment/CCAP</i>	Mylea	10/13 - 10/17	1/5 - 1/16	2/17 - 2/27	3/9 - 3/13
Conduct Site Visit* Recommendation <i>One section/HS period per HS Teacher, per course is required</i>	Faculty Designee	10/20 - 11/7	1/20 - 2/9	3/2 - 4/3	3/16 - 4/3
(New) Submit Site Visit Form to faculty_evals@cuesta.edu, Determination for Renewal Form to the Dual Enrollment Office	Faculty Designee Office of Instruction Kristina	Friday, Nov. 14th	Thursday, Feb. 12th	Friday, April 10th	Friday, April 10th

**Site Visit Forms should be submitted to the Office of Instruction at faculty_evals@cuesta.edu. AdobeSign can be initiated by the Dual Enrollment Office for e-signatures*

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Additional Information

High school specific start and end dates, as well as campus closures for winter and spring breaks:

HIGH SCHOOL	FIRST DAY OF SCHOOL	WINTER BREAK	2ND SEMESTER START DATE	SPRING BREAK	LAST DAY OF SCHOOL
Arroyo Grande High School	8/14/2025	12/22 - 1/9/2026	1/12/2026	4/6 - 4/10/2026	6/5/2026
Atascadero High School	8/13/2025	12/22 - 1/6/2026	1/7/2026	4/3 - 4/10/2026	6/5/2026
Central Coast New Tech High School	8/14/2025	12/22 - 1/9/2026	1/12/2026	4/6 - 4/10/2026	6/5/2026
Coast Union High School	8/14/2025	12/19 - 1/2/2026	1/5/2026	3/23 - 3/27/2026	6/3/2026
Grizzly Youth Academy	7/30/2025	12/12-1/19/2026	1/20/2026	N/A	6/12/2026
Juvenile Court School	7/1/2025	12/22-12/26/2025	12/29/2025	N/A	6/29/2026
Loma Vista Community School	8/18/2025	12/22/25-1/6/2026	1/7/2026	4/6-4/10/2026	6/4/2026
Mission College Preparatory	8/13/2025	12/19-1/5/2026	1/6/2026	4/6-4/10/2026	5/29/2026
Morro Bay High School	8/14/2025	12/22 - 1/5/2026	1/6/2026	3/23 - 3/27/2026	6/4/2026
Nipomo High School	8/14/2025	12/22 - 1/9/2026	1/12/2026	4/6 - 4/10/2026	6/5/2026
Pacific Beach High School	8/14/2025	12/22 - 1/5/2026	1/6/2026	3/23 - 3/27/2026	6/4/2026
Paso Robles High School	8/14/2025	12/22 - 1/5/2026	1/6/2026	4/3 - 4/13/2026	6/4/2026
Templeton High School	8/19/2025	12/22 - 1/2/2026	1/5/2026	4/6 - 4/10/2026	6/4/2026
San Luis Obispo Classical Academy	8/18/2025	12/15/25-1/2/2026	1/26/2026	3/30-4/3/2026	6/3/2026
Shandon High School	8/14/2025	12/22 - 1/4/2026	1/5/2026	3/30 - 4/10/2026	6/4/2026

HIGH SCHOOL	FIRST DAY OF SCHOOL	2ND TRIMESTER START DATE	WINTER BREAK	3RD TRIMESTER START DATE	SPRING BREAK	LAST DAY OF SCHOOL
San Luis Obispo High School	8/14/2025	11/12/2025	12/22 - 1/5/2026	3/3/2026	3/23 - 3/27/2026	6/4/2026

Mileage:
Mileage can be reimbursed from the SLO Campus to High School in accordance with Google Maps mileage between SLO Campus and High School Site
Please submit your Mileage Log to the Dual Enrollment/CCAP Office at ccap@cuesta.edu for further processing
Mileage Log can be found here: [https://www.cuesta.edu/about/depts/fiscal/Accounts Payable Forms.html](https://www.cuesta.edu/about/depts/fiscal/Accounts%20Payable%20Forms.html)

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Dual Enrollment