

2024 – 2025 TEACHER APPRAISAL CALENDAR

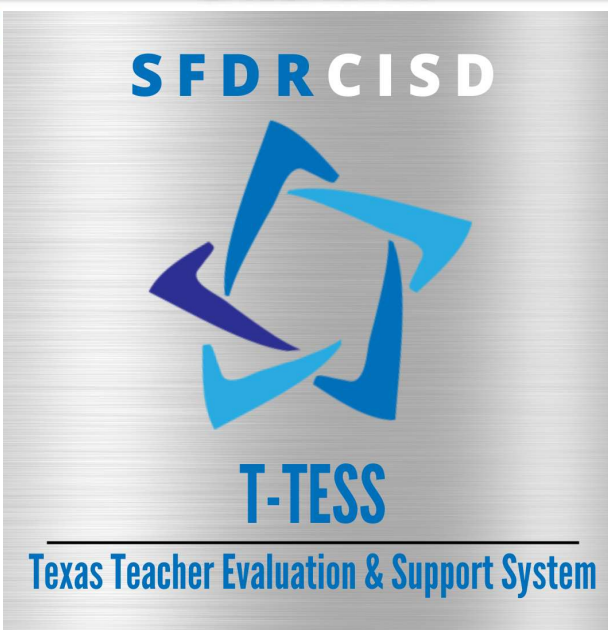
AUGUST					
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SEPTEMBER					
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T-TESS Campus Orientation	See Information Below
GSPD Conferences for New Teachers	Within 6 weeks of Orientation
GSPD Conferences for Returning Teachers	(Within 1st- 6 weeks of Instruction)
Appraisal Period	September 4, 2024 - May 8, 2025
End of Year Conferences/ Goal Setting/Summatives	Prior to May 8, 2025
TTESS/DMAC Data Verification Deadline (Teachers)	May 28, 2025
TTESS/DMAC Data Closeout Deadline (Principals)	June 6, 2025

Formal Observation Days available in GREEN
Restricted days in RED
Caution! STAAR Testing for various grades in YELLOW - *Formal Observations may occur if not testing
Deadline for completing T-TESS Data Verification and Signatures in PURPLE

JANUARY					
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FEBRUARY					
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MARCH					
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APRIL					
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MAY					
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Campus Orientation

- T-TESS orientation must be provided for teachers new to T-TESS, the district, and when district policy has changed from the last orientation. (No later than the first three weeks of school and at least two weeks before the first observation.)

General Information:

- All T-TESS Appraisers must be T-TESS certified and must be a Campus Principal and/ or Assistant Principal.
- Appraisers should ensure that all teachers have been T-TESS trained prior to beginning the appraisal cycle.
- T-TESS training for teachers hired after August 2, 2024, will be trained within one month of their hire date will be emailing a link to complete the online training. Appraisals may not begin until 3 weeks after the training is completed.
- "Teacher Response and Appeal" and "Request for Second Appraiser" information is attached. *Board Policy Legal*
- No appraisal observation may be conducted the day before or after a school holiday or the day of district testing.

Reminder:

- An observation post-conference shall be conducted within 10 working days after the completion of the observation.
- Final Summative Annual Report given to the teacher at least 5 working days before the Final Summative Conference and no later than May 8, 2025.
- TIA Eligible Teachers require three (3) 15min Walkthroughs & one (1) 45min Observation

Teacher Response:

- Within 10 working days (Appraiser may extend to 15)
- Board Policy DNA (Legal) states that "Any written response or rebuttal must be submitted within ten work days of receiving a written observation summary, a written summative annual appraisal report, or any other written documentation associated with the teacher's appraisal."
- "A teacher may request a second appraisal by another certified appraiser at the following times:
 - For Domains I, II, and III, after receiving a written observation summary with which the teacher disagrees; or
 - For Domain IV and for the performance of teachers' students, as defined in 19 Administrative Code 150.1001(f)(2), after receiving a written summative annual appraisal report with which the teacher disagrees."