

2023 – 2024 TEACHER APPRAISAL CALENDAR

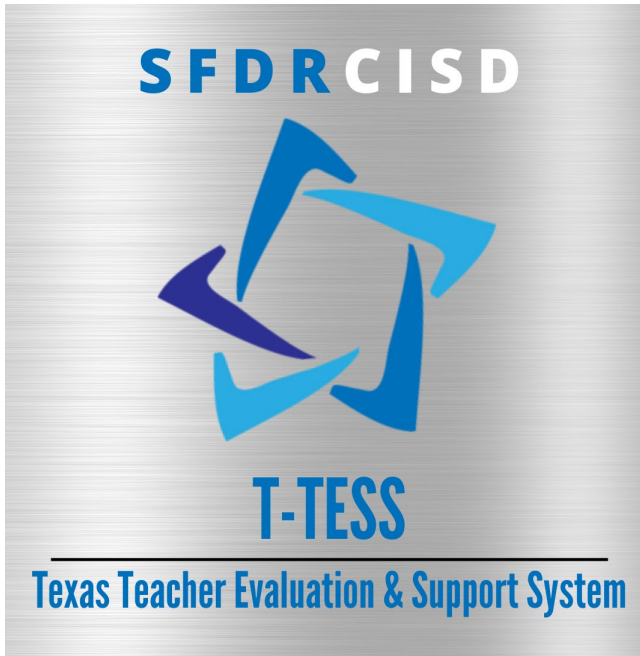
AUGUST				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

DECEMBER				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29



JANUARY				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

FEBRUARY				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

MARCH				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

T-TESS Campus Orientation	See 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 6, 2023 - April 26, 2024
End of Year Conferences/ Goal Setting/Summatives	Prior to May 10, 2024
TTESS Check-In Roundup	June 3 - June 11, 2024

APRIL				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Days you may not Observe in **BLACK**

Days you may Observe in **BLUE**

Caution STAAR Testing for various grades in **RED**

MAY				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

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, Assistant Principal, or Dean of Instruction.
- 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 1, 2023, will be trained within one month of their hire date. HR 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.
- No appraisal observation may be conducted the day before or after a school holiday or the day of district or state testing.

Reminder:

- Share all documentation with the teacher within 10 days.
- Summative Annual Report given to the teacher at least 5 working days before the Summative Conference and no later than April 26, 2024.

Teacher Response:

- Within 10 working days (Appraiser may extend to 15)
- May rebut in writing or request 2nd appraisal within 10 working days after receiving the Observation Summary or the End of Year Appraisal Report given to the teacher at least 5 working days before the Summative Conference and no later than 15 working days before the last day of instruction.