

**WILLIS INDEPENDENT SCHOOL DISTRICT  
T-TESS APPRAISAL CALENDAR  
2024-2025**

1. **T-TESS Teacher Refresher** – Beginning of school Staff Development, August 5-13, 2024.
  - **New/Late Hires** – Orientation must occur at least 3 weeks prior to the first observation.
  
2. **Teacher Goal-Setting and Professional Development Template (GSPD)** – Due to principal **before** September 20, 2024.
  - Review of teacher and student data to self-assess, establish and develop a professional development plan with campus administrator.
  
3. **First day for Pre-Conferences:** September 3, 2024. **Observation:** September 9, 2024.
  - Written summary of observations must be provided within 10 working days.
  - Follow procedures checklist to make sure electronic signatures are completed.
  - WISD observations are announced, and all announced observations require a pre-conference.
  - **Post-Conference must be conducted within 10 working days after the completion of an observation.**
  
4. Instructional days on which **no observations are allowed:**
  - **August 14, 2024 through September 6, 2024.**
  - **May 5, 2025 through May 23, 2025.**
  
5. Instructional days on which **no observations are allowed due to day before and day after a holiday:**

<b>October 15, 2024</b>	<b>October 21, 2024</b>
<b>November 22, 2024</b>	<b>December 2, 2024</b>
<b>December 20, 2024</b>	<b>January 8, 2025</b>
<b>January 17, 2025</b>	<b>January 21, 2025</b>
<b>March 7, 2025</b>	<b>March 17, 2025</b>
<b>April 17, 2025</b>	<b>April 22, 2025</b>
  
6. **No observations are allowed on days a teacher is scheduled for STAAR testing:**

Please be sure you obtain and follow the most current STAAR testing schedule from the District office.
  
7. **Walkthroughs** may be conducted and cumulative data may be obtained on **any day and at any time** throughout the school year.
  
8. **Other Important Dates:**
  - **December 6, 2024** Last day to conduct a formal observation.
  - **February 14, 2025** Last day to conduct a formal observation (late hires / FMLA issues).
  - **February 28, 2025** Last day for teachers to request a second T-TESS Appraisal (**must be requested within 10 working days after post-conference**).
  - **March 28 2025** Last day for teacher to turn in evidence for Domain 4.
  - **April 7, 2025** Begin End-of Year conferences to discuss summative appraisal.
  - **May 2, 2025** All written summative annual appraisals and summative conferences must be completed and in Eduphoria.