

# Texas Teacher Evaluation Support System (T-TESS)

## 2024-2025 Appraisal Calendar

Timeline	Date	Activity	Person(s) Responsible	Additional Notes
Summer	6/10	T-TESS Refresher for administrators	District and Campus Admin	<b>TEACHER TRAINING</b> * Must be completed by the final day of the first three weeks of school and at least two weeks before the first observation.  * For new teachers to the District, or teachers that have never been appraised under T-TESS. Late hires will need to be trained no later than two weeks prior to their first observation.  * Campus Admin will lead T-TESS Refresher
	8/7	T-TESS Face-to-Face Orientation for Zero Year and NEW to STISD Teachers.		
	8/12	T-TESS Refresher to faculty	Campus Admin	
Quarter 1 Aug 19 - Oct 11	9/2	Walkthroughs and pre-conference and observations can start after the first two weeks of school (only if teachers had refresher) <b>Observation Window from 9/02/24 – 01/17/25</b>	Campus Admin	<b>TEACHER GOAL SETTING</b> * Returning teachers must meet with appraiser to establish student growth measure goal by the end of the first six weeks or within six weeks of orientation.  * Returning teacher review the goal(s) established at the EOY conference to determine if changes are needed. Submit changes by the end of the first six weeks.
	9/6	Send reminder to enter goals into Eduphoria.	Teachers	
	9/20	Teacher Goal Setting and Professional Development Plan		
	Monthly	Campus T-TESS Data Analysis	District and Campus Admin	
	Monthly	Campus T-TESS Calibration		
Quarter 2 Oct 15 - Dec 19	October	District T-TESS Calibration	District and Campus Admin	* New to T-TESS or District teachers must be guided through the GSPD and student growth measure process. Plans must be submitted within six weeks of the orientation.  * BOY Assessments should be used as a guide to set goals.
	Monthly	Campus T-TESS Data Analysis	District and Campus Admin	
	Monthly	Campus T-TESS Calibration		
Quarter 3 Jan 7 - Mar 14	1/17	All formal observations and post-conferences need to be completed.	Campus Admin	<b>OBSERVATIONS</b> * New teachers must be appraised by principals.  * 45-minute (60-minutes recommended for best practice) announced observation  * Walk throughs feedback must be published for teachers to view  * A pre-conference must be held 10 days prior to a formal observation.  * Post-observation conferences must be completed 10 working days after a formal observation.  * A teacher can provide a rebuttal and/or submit a request for a second appraisal with 10 working days of receiving a written observation summary and ratings. (Legal)  * Teachers will have one Coaching Walkthrough session prior to the formal Observation.
	3/1	Can begin to complete the Teacher Self-Assessment and Goal Setting Part 2 and Professional Development plan prior to end of the year Conference	Teachers	
		Artifacts and evidence must be shared with appraiser at least 10 working days prior to the End of Year Summative Conference	Teachers	
		End of Year Summative documents must be marked viewable to teacher 5 days prior to conference. End of Year Summative Conferences may begin, as applicable	District and Campus Admin	
	Monthly	Campus T-TESS Data Analysis	District and Campus Admin	
	Monthly	Campus T-TESS Calibration		
Quarter 4 Mar 24 - May 22	March	District T-TESS Calibration	District and Campus Admin	<b>NON-APPRAISAL DAYS</b> - The day before a school holiday - Days scheduled for end-of-semester or end-of-year exam - Days scheduled for state-mandated testing or other standardized test - Two weeks after the day of completion of the T-TESS orientation
	4/25	End of the Year Summative due	Campus Admin and Teachers	
	Monthly	Campus T-TESS Data Analysis	District and Campus Admin	
	Monthly	Campus T-TESS Calibration		