



# Sanger ISD T-TESS Teacher Appraisal Calendar 2025-2026

APPRAISAL TIMELINE for T-TESS TEACHERS	DATES
Deadline for new-hire training and annual T-TESS orientation (Late hires complete training/procedure review within 3 weeks of start date)	August 21, 2025
Formal observations begin	September 8, 2025
Deadline for completion of formal observation of probationary teachers	February 26, 2026
Deadline for completion of formal observation of all teachers	April 9, 2026
End-of-year conferences may begin	March 16, 2026
Deadline for completion of end-of-year conferences	April 23, 2026
Written Summative Report completed after EOY conference, then released to the teacher	Ten (10) days after conference
Final date to release Summative Report	May 14, 2026
All appraisal process tasks must be finalized on or before this date	May 21, 2026

No formal observation/evaluation will be made on the following dates unless another appraisal is required, or other extenuating circumstances arise:		
September 2, 2025	January 6, 2026	<ul style="list-style-type: none"> <li>• During the two weeks following the day of completion of the T-TESS orientation</li> </ul>
September 8, 2025	January 20, 2026	<ul style="list-style-type: none"> <li>• Any day scheduled for STAAR assessments</li> </ul>
November 20, 2025	March 5, 2026	<ul style="list-style-type: none"> <li>• Any day scheduled for end-of-semester exams</li> </ul>
December 1, 2025	March 16, 2026	
December 18, 2025		



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SISD Texas Teacher Evaluation and Support System (T-TESS) Appraisal Procedures	
<b>Certified Appraisers</b>	<ul style="list-style-type: none"> <li>● Campus Principals, Assistant Principals, Superintendent of Schools, Deputy/Assistant Superintendent of Schools</li> <li>● Appraisers must be School Board approved annually prior to conducting T-TESS appraisals</li> </ul>
<b>Teacher Training</b>	<ul style="list-style-type: none"> <li>● A formal observation cannot be conducted with a teacher until three weeks after they have received the appropriate training</li> <li>● August Staff Development Week - Principal-led review of T-TESS policy, procedures, and calendar</li> <li>● Teachers new to the profession or who've never been trained in T-TESS participate in the T-TESS Orientation for New Teachers</li> <li>● Principal monitors completion of training</li> </ul>
<b>Goals</b>	<ul style="list-style-type: none"> <li>● All teachers enter goals in DMAC</li> <li>● All teachers are required to have a Goal-Setting conference</li> <li>● Signatures are required within five (5) working days after the goal-setting conference</li> <li>● The appraiser monitors &amp; discusses uploaded evidence and goal progress with the teacher throughout the year</li> </ul>
<b>Pre Conference</b>	<ul style="list-style-type: none"> <li>● Pre-conference is required for a formal observation</li> <li>● The teacher and/or the appraiser should generate guiding pre-conference documents</li> </ul>
<b>Observation</b>	<p><b>September 8, 2025 - April 9, 2026</b></p> <p><b>Teachers on probationary contracts will receive their observations before March 2, 2026.</b></p> <ul style="list-style-type: none"> <li>● Teachers will receive a formal 45-minute observation using the T-TESS instrument <u>at least once every three years</u></li> <li>● All teachers on a probationary contract will receive a formal evaluation each</li> </ul>



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	<p>year</p> <ul style="list-style-type: none"><li>• All scheduled formal observations will fall within a ten-day instructional window following teacher notification</li><li>• By written, mutual consent of the teacher and the certified appraiser, the required minimum of 45 minutes of observation may be divided into shorter time segments (equaling the required 45 minutes of observation)</li><li>• Schedule limitations:<ul style="list-style-type: none"><li>○ During two weeks following the day of completion of the T-TESS orientation</li><li>○ During the administration of standardized tests</li><li>○ On the days before and after a school holiday</li></ul></li><li>• Schedule limitations<ul style="list-style-type: none"><li>○ All requests for second observations must be made in writing via the teacher's SISD email account to the campus principal within ten (10) working days after the post-conference</li></ul></li></ul>
<b>Post Conference</b>	<ul style="list-style-type: none"><li>• Prior to the post-conference, the teacher and/or the appraiser should generate guiding post-conference documents</li><li>• Formal observation is reviewed during post-conference, and ratings are presented to the teacher after the discussion of areas for reinforcement and refinement</li><li>• Post-conference and signatures are required within five (5) working days after observation</li><li>• During post-conference, appraisers also review/discuss teacher professional goal progress</li></ul>
<b>Walk Throughs</b>	<ul style="list-style-type: none"><li>• May begin immediately after orientation and continue until the last day of instruction</li><li>• Principals and Assistant Principals should collaborate to establish systems that allow 15-20% of administrative time be spent in direct classroom observation.</li><li>• Each walk-through will be documented using the district's evaluation form within</li></ul>



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	<p>the DMAC system and shared with the teacher within 10 working days</p> <ul style="list-style-type: none"><li>• Every staff member within an instructional capacity should receive documented feedback no less than every three weeks (Excluding benchmark and STAAR testing days).</li></ul>
<b>Collecting and Maintaining Evidence</b>	<ul style="list-style-type: none"><li>• The appraiser may collect scripted evidence according to personal style (by hand or electronically)</li><li>• No audio or video recording shall be used for purposes of T-TESS during formal observation</li><li>• Any documentation that will influence a teacher's appraisal report must be shared in writing with the teacher within 10 working days of the appraiser's knowledge of the occurrence</li></ul>
<b>End-of-Year Summative Conference Dates</b>	<p><b>March 16, 2026</b></p> <ul style="list-style-type: none"><li>• End-of-Year Conferences may begin on <b>March 16, 2026</b></li><li>• Teacher performance and evidence toward goal attainment are reviewed</li><li>• Potential goals and professional learning for the next school year are discussed</li><li>• Written Summative Report must be released to teachers within ten (10) working days after the conference and no later than <b>May 14, 2026</b></li><li>• Any documentation collected after the EOY conference but before the end of the contract term during one school year may be considered part of the teacher's appraisal. If the documentation affects the teacher's evaluation in any dimension, another summative report shall be developed to inform the teacher of the change</li><li>• A teacher may not request a second appraisal in response to a summative annual appraisal report if the ratings are based on observation summaries or documentation already received by the teacher earlier in the year</li></ul> <p><b>April 23, 2026</b></p> <ul style="list-style-type: none"><li>• Deadline for completion of End-of-Year Conferences</li></ul> <p><b>May 14, 2026</b></p>



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	<ul style="list-style-type: none"> <li>Written Summative Report must be released to teachers within ten (10) working days after the conference and no later than May 14, 2026</li> </ul> <p><b>May 21, 2026</b></p> <ul style="list-style-type: none"> <li>All evaluations and supporting documentation must be completed, signed, and in DMAC on or before this date</li> <li>A signed copy of the complete summative evaluation must be placed in the teacher's campus personnel file</li> </ul>
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T-TESS OBSERVATION ROTATION			
	TIER 1	TIER 2	TIER 3
<b>Who</b>	<ul style="list-style-type: none"> <li>Probationary contract</li> <li>Principal discretion</li> </ul>	<ul style="list-style-type: none"> <li>Principal discretion</li> </ul>	<ul style="list-style-type: none"> <li>Principal discretion</li> </ul>
<b>T-TESS Evaluation Components</b>	<ul style="list-style-type: none"> <li>BOY goal-setting conference</li> <li>Pre-conference</li> <li>45-minute observation</li> <li>Post-conference</li> <li>EOY conference</li> <li>Summative Report</li> </ul>	<ul style="list-style-type: none"> <li>BOY goal-setting conference</li> <li>EOY Goal conference</li> </ul>	<ul style="list-style-type: none"> <li>BOY goal-setting conference</li> </ul>