

**WILLIS INDEPENDENT SCHOOL DISTRICT
T-TESS APPRAISAL CALENDAR
2025-2026**

1. **T-TESS Teacher Refresher** – Beginning of school Staff Development, August 4-12, 2025.
 - **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** August 29, 2025.
 - Review of teacher and student data to self-assess, establish and develop a professional development plan with campus administrators.

3. **First day for Pre-Conferences:** September 2, 2025. **Observation:** September 8, 2025.
 - 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 13, 2025 through September 5, 2025.
 - May 4, 2026 through May 22, 2026.

5. Instructional days on which **no observations are allowed due to day before and day after a holiday:**

October 9, 2025	October 20, 2025
November 21, 2025	December 1, 2025
December 19, 2025	January 7, 2026
January 16, 2026	January 20, 2026
March 6, 2026	March 16, 2026
April 2, 2026	April 7, 2026

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 5, 2025:** Last day to conduct a formal observation for the fall semester.
 - **March 5, 2026:** Last day to conduct a formal observation for the second semester and/or late hires / FMLA issues.
 - **March 27, 2026:** Last day for teachers to request a second T-TESS Appraisal (**must be requested within 10 working days after post-conference; the second appraisal will happen within 10 school days**).
 - **April 2, 2026:** Last day for teacher to turn in evidence for Domain 4.
 - **April 7, 2026:** Begin End-of Year conferences to discuss summative appraisal.
 - **May 8, 2026:** All written summative annual appraisals and summative conferences must be completed and in Eduphoria.