



Human Resources Department
Texas Teacher Evaluation and Support System (T-TESS)
2025-2026
Appraisal Calendar

Due Date	Action	Person Responsible	Required Document(s)
Sept 1, 2025	Teacher Orientation No later than the final day of the first three weeks of instruction and two weeks before first observation.	District and Campus Administrators	Training Material
September 05, 2025	Submission of Goal Setting and Professional Development	Appraisers	Eduphoria
September 08, 2025	Formal Observations Begin for All Teachers A pre-observation conference must be held prior to a formal observation. A post conference must be completed at least 10 days after a formal observation.	Appraiser	T-TESS Observation Rubric in Eduphoria (Domains 1-3)
September - April	Artifacts and evidence is to be shared with appraiser at least 10 days prior to summative conference	Teacher	Upload artifacts to Eduphoria
December 12, 2025	All first-year, new to the district, and teachers on probationary contracts shall be evaluated during the first semester of employment.	Appraiser	Eduphoria
January 16, 2026	Information regarding possible terminations or non-renewals for the upcoming school year due to HR.	District and Campus Administrators	Evaluations and/or other deemed appropriate
May 1, 2026	End of Year/ Final Conference/ Appraisal Reports Review Student Growth Performance & Goals Summative evaluation signed	Appraiser- Complete forms Appraiser & Teacher- Sign Forms	Summative Scores for Domains 1-3, Data and Evidence for Domain 4 Student Performance Results, Goals
May 1, 2026 (if needed)	Second Appraisals Refer to DNA — Performance Appraisal: Evaluation of Teachers	Assigned Appraisers	Rubric if needed

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Continued

Reminders:

- Walkthroughs may be conducted, and cumulative data may be obtained on any day and at any time throughout the school year.
- Any documentation that would affect a teacher's score shall be shared with the teacher within 10 working days.
- A summative conference shall be conducted to advise the teacher of any change in the final observation score.
- Observation period shall exclude days scheduled for end-of-semester or end-of-year examinations, STAAR, EOC, or other standardized tests, on the last day of instruction **before** any official school holiday, and on the first day of instruction **after** a holiday.
- **All teachers in TIA eligible assignments must be evaluated.**
- ✓ Teacher Summative Annual Appraisal Reports shall be completed in Eduphoria
(do not submit printed copies to the Human Resources Department)
- ✓ *The implementation of T-TESS represents a commitment to continuous improvement.
As a result, a professional growth plan shall be developed for all teachers.*
- ✓ *For a complete reference guide, please refer to www.teachfortexas.org*
- ✓ *See [DNA Local Board Policy](#) for Evaluation of Teachers*

San Benito Schools - A Consolidated Independent School District

It is the policy of the San Benito CISD not to discriminate on the basis of race, color, national origin, gender or disability in its educational and Career and technology programs, services or activities as required by Title VI of the Civil Rights Act of 1964.