



Human Resources Department
2024-2025
Texas PRINCIPAL Evaluation and Support System (T-PESS)
Appraisal Calendar

- ✓ *Process and documentation will be housed in Eduphoria*
- ✓ *For a complete reference guide, please refer to www.tpepp.org*
- ✓ *Applies to employees evaluated with T-PESS*

Activity	Due By
Orientation	Prior to or in conjunction with the pre-evaluation conference when: 1. The principal is new to the district; 2. The principal has never been appraised under the T-PESS; or 3. District policy regarding principal appraisal has changed since the last time the principal was provided with an orientation to the T-PESS. The principal orientation shall include all state and local appraisal policies and the local appraisal calendar.
Self-Assessment Goal Setting	One Week Prior to Goal Setting Conference
(Self-Assessment Form & BOY Goal Setting Form)	One Week Prior to Goal Setting Conference
BOY Goal Setting / Refinement Conference	September 20, 2024
School Site Visits / Informal Assessment	Ongoing
Mid-Year Conference	Prior to End of School Year, TBD by Appraiser
(Mid-Year Progress Toward Goal Attainment Form)	One Week Prior to Mid-Year Conference
Contractual Difference Due to HR	December 17, 2024
Artifacts and Evidence Identification and Collection	June 4, 2025
EOY Conference	June 4, 2025
(Summary Rating Form & EOY Attainment Form)	One Week Prior to Conference
Final Evaluation and Goal Setting	June 4, 2025 (Once all data has been received and analyzed)

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.

Board Approved 08.13.2024