



MISD Appraisal Procedures

Orientation

- Teachers new to the district will be trained for T-TESS at MTOP.
- All individuals appraised with T-TESS will attend T-TESS campus orientation.
- Teachers hired after August orientation sessions will be trained by campus administration.

Teacher Goal-Setting Plan (GS) and Student Growth Goal (SGG)

- A completed, appraiser-approved Goal-Setting Plan and Student growth goal must be submitted through Eduphoria/STRIVE by **ALL** teachers and reviewed at the beginning of the year conference.
- Teacher Goal Setting and Student Growth Goals will be maintained through the course of the school year by the teacher.
- Teacher Goal Setting and Student Growth Goals will be reviewed with the teacher at the End-of-Year conference.
- Student Growth Goal Rating will be shared with teachers at the end-of-year conference.

Student Learning Objective Growth Tracker

- Student growth Tracker #1 must be uploaded and submitted by December 17, 2026 (mid-year). If no data is collected due to timeline of curriculum, indicate N/A on tracker form.
- Student growth Tracker #2 must be uploaded and submitted 3 days before the End-of-Year conference. If no data is collected due to timeline of curriculum, indicate N/A on tracker form.
- Semester courses will submit tracker at the end of the course.

Pre-Conference

- The teacher will submit a pre-conference document to his/her appraiser within 3-5 days prior to the opening of the observation window. (Complete in Eduphoria/STRIVE.)

Formal Observation

- Advance notice – provide a ten (10) working day window for observation.
- Minimum 45- minute observation or shorter segments.
- Written summary submitted to the teacher within ten (10) working days of the formal observation.
- A teacher's supervisor may return a teacher not formally appraised to the appraisal cycle as a result of documented performance deficiencies. Written notice must be provided. [DNA Local](#)

Post-Conference

- The post-conference must be held no more than ten (10) working days after the formal observation.

Schedule Limitations – Review and Testing Days

- Formal observations may NOT be held on days scheduled for end-of-semester or end-of-year examinations, or days scheduled for state-mandated assessments or other standardized tests.

Growth Plans

- T-TESS appraisals do NOT automatically trigger growth plans.
- Professional growth plans may be established for teachers at any time throughout the year.
- Contact HR for assistance on establishing growth plans.

Documented Walkthroughs

- A minimum of two (2) documented T-TESS walkthroughs must be conducted for **ALL** teachers. These must be completed in Eduphoria/STRIVE on the T-TESS walkthrough document. **(Minimum: one each semester)**
- Each walkthrough must be a minimum of fifteen (15) minutes in length.
- Documentation must be shared with the teacher in writing within ten (10) days.

Teacher Response/Request for a Second Appraiser

- A teacher may rebut in writing and/or request 2nd appraisal within 10 working days after receiving the Observation Summary Form or Summative Annual Report.
- Request for a [Second Appraiser guidelines](#) are found in the HR Handbook on the intranet.

End-of-Year Conference

- **All teachers** must have an End-of-Year Conference no later than April 23, 2027.
- Review of the appraisal data collected throughout the current school year.
- Examine and discuss the evidence related to the teacher's performance on the four domains OR domain four of the T-TESS rubric depending on the type of teacher appraisal.
- Review Goal-Setting and Professional Development Plan and Plan for following school year.
- Review Student Growth Goals, student trackers and SGG rating rubric - add to T-TESS summative report.

Summative Annual Report and Conference

- Teachers may waive the summative conference IF no new evidence is provided and signatures are obtained at the end-of-year conference.
- Any piece of evidence/documentation shared with the teacher in writing within ten (10) days can be used as documentation/evidence.
- The summative report must be in the hands of the teacher five (5) working days before the summative conference.
- The summative conference must be held no later than 15 working days before the last day of instruction – April 30, 2027.
- Printed, signed copies provided to HR.

Librarians, Counselors, Nurses, and Other Educational Professionals

- Do not use the T-TESS instrument and must be evaluated annually, per Board policy.