



Timeline

- The appraisal period for each teacher includes all of the days of a teacher's contract.
- Observations during the appraisal period shall be conducted during the required days of instruction for students during one school year.

T-TESS Orientation Teachers who are new to the district, in their first year of appraisal under T-TESS, or when policy regarding appraisal has changed since the last time the teacher was provided with an orientation must complete the T-TESS Orientation no later than the final day of the first three weeks of instruction (September 9, 2016).

Goal Setting and Professional Development Plan

- For teachers who are new to the district or are in their first year of appraisal under T-TESS:
 - Goal Setting and Professional Development Plan Conference with appraiser must take place prior to submitting plan to appraiser;
 - Plan must be submitted to appraiser within the first six weeks from the date of completion of the T-TESS Orientation.
- For teachers who are not new to the district or who are not in their first year of appraisal under T-TESS:
 - Initially drafted in conjunction with the previous year's End-of-Year Conference;
 - Revised as needed;
 - Submitted to appraiser within the first six weeks of instruction (September 30, 2016).
- Maintained by teacher throughout the school year.
- Submitted to appraiser prior to End-of-Year Conference.

Pre-Conference

- After a teacher's first year of appraisal under T-TESS within the district, a pre-conference must be conducted with the appraiser prior to the observation.

Non-Observation Days Observations are excluded during the two weeks following the date of completion of the T-TESS Orientation in school years when an orientation is required.

Post-Conference Post-Conference must be conducted within 10 working days after the completion of an observation.

Written Summary A written summary of the observation is provided to the teacher within 10 working days.

End-of-Year Conference The End-of-Year Conference Period ends no later than 15 working days before the last day of instruction for students (May 10, 2017).

Summative Annual Report A copy of the Summative Annual Report must be provided to the teacher within 10 working days of the conclusion of the End-of-Year Conference, and at least 15 working days before the last day of instruction for students (May 10, 2017).

August 2016						
S	M	TU	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016						
S	M	TU	W	TH	F	S
				X	X	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016						
S	M	TU	W	TH	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017						
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22	23	24	25	26	27	28
29	30	31				

February 2017						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017						
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26	27	28	29	30	31	

April 2017						
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23	24	25	26	27	28	29
30						

May 2017						
S	M	TU	W	TH	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017						
S	M	TU	W	TH	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2017						
S	M	TU	W	TH	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Important Dates

September 9, 2016: Deadline for completion of T-TESS Orientation for teachers who require orientation and who were hired prior to the first day of instruction for students

September 30, 2016: Deadline to submit initial Goal Setting and Professional Development Plan to appraiser

May 9, 2017: Last day to submit Goal Setting and Professional Development Plan to appraiser

May 10, 2017: Last day for all End-of-Year Conferences to be completed

May 10, 2017: Last day for all Summative Annual Reports to be provided to teachers

Holiday	Workday for staff (Student holiday)	Staff development (Student holiday)	Incentive weather day (Staff)	Early release (students)

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For information about Title IX rights or Section 504/ADA rights, contact the Title IX Coordinator or the Section 504/ADA coordinator at 3205 W. Davis, Conroe, TX 77304; (936) 709-7752.