



Timeline (19 TAC 150)

- 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 5, 2024).

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 25, 2024).
- 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 2, 2025).

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 2, 2025).

August 2024							September 2024							October 2024							
S	M	TU	W	TH	F	S	S	M	TU	W	TH	F	S	S	M	TU	W	TH	F	S	
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	
25	26	27	28	29	30	31	29	30						27	28	29	30	31			
November 2024							December 2024							January 2025							
S	M	TU	W	TH	F	S	S	M	TU	W	TH	F	S	S	M	TU	W	TH	F	S	
					1	2	1	2	3	4	5	6	7				1	2	3	4	
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31		
February 2025							March 2025							April 2025							
S	M	TU	W	TH	F	S	S	M	TU	W	TH	F	S	S	M	TU	W	TH	F	S	
						1							1				1	2	3	4	5
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30				
							30	31													
May 2025							June 2025							July 2025							
S	M	TU	W	TH	F	S	S	M	TU	W	TH	F	S	S	M	TU	W	TH	F	S	
					1	2	1	2	3	4	5	6	7				1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	
25	26	27	28	29	30	31	29	30						27	28	29	30	31			

Important Dates

- September 5, 2024:** 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 25, 2024:** Deadline to submit initial Goal Setting and Professional Development Plan to appraiser
- May 2, 2025:** Last day for all End-of-Year Conferences to be completed
- May 2, 2025:** Last day for all Summative Annual Reports to be provided to teachers

	Holiday		Teacher professional learning (No students)
	Early release (Students)		Teacher exchange day (No students)
	Workday for staff (No 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.