

T-TESS APPRAISAL CALENDAR DRAFT 2026-2027

ACTION/ACTIVITY	RESPONSIBLE PERSON	REQUIRED DOCS/FORMS	TIMELINES
TEACHER T-TESS ORIENTATION - T-TESS Orientation for New Teachers at NTA T-TESS REFRESHER FOR RETURNING TEACHERS - New teachers after NTA (campus responsibility) - Appraiser will ensure that all teachers have been T-TESS trained at least two weeks prior to beginning the appraisal cycle.	HUMAN RESOURCES - New Teacher Academy CAMPUS ADMINISTRATORS - After New Teacher Academy	T-TESS Training Presentation	DEADLINES - September (New Teachers) - By August 11 (Returning Teachers)
WALKTHROUGHS - Begin Targeted Walkthroughs District Requirement 5 per week	Appraisers	Walkthrough Forms in STRIVE	Begin September 2
GOAL SETTING & PROFESSIONAL DEVELOPMENT PLAN Teachers will enter their goals (1 Professional Growth Goal, 1 Student Growth Goal)	Teachers	GOAL tab in STRIVE	Deadline: Sept 25
PRE-OBSERVATION CONFERENCES Schedule conferences <u>after</u> T-TESS trainings are <u>completed</u>	- Appraisers - Teachers	Form in STRIVE	Begin September 2
FORMAL OBSERVATIONS 45 minutes, scheduled in a week timeframe, pre and post conference is required - Post conference must be scheduled within <u>10 days</u> after formal observation	- Appraisers - Teacher	- T-TESS Observation Rubric (Domains I-III) - Appraisal Form in STRIVE	Window September 2–April 30 HR Recommendation: Complete observations for DOI & Probationary teachers by December 17
ARTIFACT & EVIDENCE COLLECTION Teachers begin to collect artifacts and evidence for Domain 4 prior to the End of Year to prepare for Summative Conference	Teacher	Collect and compile artifacts and evidence	September –April
SUBMIT ARTIFACTS/REFLECT ON GOALS - Artifacts and evidence must be shared with appraiser at least 10 days prior to the End of Year Summative Conference - Reflect on goals in Part 2 of GSPDP prior to the End of Year Summative Conference	Teacher	- Artifacts may be sent digitally if arrangements are made with appraiser - Update "GOAL" tab	March 15-April 2
End of Year Summative Conference - EOY Summative Conference- Domain IV, Refinement, Reinforcement, and 2026-2027 Preliminary Goal Setting by May 6 - Teacher should draft 2026-2027 goals after conference and reflect on professional growth	- Appraiser - Teacher	- T-TESS Summative Form (Domains I-IV) in STRIVE - Electronic signature (Electronic signatures are irreversible) - Teacher first - Appraiser second	Deadline May 7 (TEA) 15 days before the last day of instruction March 15-May 7

DO NOT SCHEDULE OBSERVATIONS BEFORE OR AFTER A HOLIDAY.**2026-2027 NO FORMAL T-TESS OBSERVATION DATES**

Labor Day – September 4/September 8
Veterans Day – November 10/November 12
Thanksgiving Break – November 20/November 30
Winter Break – December 18/January 8

Martin Luther, King. - January 15/January 18
President's Day – February 12/February 15
Spring Break – March 5/March 15
Good Friday – March 25/March 30