

**ECISD APPRAISAL PERIOD TIMELINE
SCHOOL CALENDAR YEAR
2006-2007**

First 12 Weeks	Second 12 Weeks	Third 12 Weeks	Last 15 Days of Instruction
<p>NEW TEACHER PDAS ORIENTATION</p> <ul style="list-style-type: none"> • Within 1st 3 weeks conducted by HR Dept. (by September 1) • Observations no earlier than 3 weeks after the orientation 	<p>FORMAL OBSERVATION</p> <ul style="list-style-type: none"> • Minimum of 45 minutes or shorter segments • Written summary within 10 working days following observation • Advanced notice of time and date will be given • Follow district APPRAISAL CALENDAR • May have pre or post conference at request of Teacher or Appraiser 	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p>All formal observations should be completed by April 10 in order to comply with other deadlines.</p> </div>	
<p>TEACHER SELF-REPORT I</p> <ul style="list-style-type: none"> • No later than three weeks after orientation or the first day of instruction 		<p>TEACHER SELF-REPORT II & III</p> <ul style="list-style-type: none"> • At least two weeks prior to Summative Conference 	
<p>WALK-THROUGH VISITS</p> <ul style="list-style-type: none"> • To be conducted at the discretion of the Appraiser • Documentation shared with teacher within 10 days 			
<div style="border: 1px solid black; padding: 5px;"> <p>ADDITIONAL TIMELINE ISSUES Teacher Response</p> <ul style="list-style-type: none"> • Within 10 working days (Appraiser may extend to 15) • May rebut or request 2nd appraisal in writing within 10 working days after receiving any documentation </div>		<p>SUMMATIVE ANNUAL REPORT</p> <ul style="list-style-type: none"> • 5 working days before conference unless waived in writing by teacher • No later than 15 working days before last day of instruction • Observation Summary • Walk-through documentation • Third party/Teacher documentation • TSR I, II, III <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p>No later than April 26 unless 5 day period is waived</p> </div>	
		<p>SUMMATIVE CONFERENCE</p> <ul style="list-style-type: none"> • No later than 15 working days before last day of instruction • May be waived in writing by Teacher, NOT APPRAISER. • If the Appraiser is not an administrator on campus, a principal, assistant principal or another supervisory staff member designated as an administrator on campus will participate in the conference. <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p>No later than May 3</p> </div>	
<p>*End-of-Year Reports for teachers on a PDAS waiver follow the same calendar guidelines.</p>			