

T-TESS Calendar 2025-2026

T-TESS Orientation Training (Required)				Training Date	
Initial T-TESS Orientation Training for NEW Teachers				To be completed no later than August 29, 2025	
Initial T-TESS Orientation Training for Late Hires				Must receive T-TESS training within three weeks from hire date and at least two weeks before first observation	
T-TESS refresher training for Returning Teachers on campus				To be completed no later than August 29, 2025	
Goal-Setting and Professional Development Plan (GSPD)				Due Date	
A goal-setting and professional development plan is required for a teacher in the first year of appraisal under T-TESS and teachers new to the district.				Within six weeks from the date of orientation	
Returning teachers review the goals established at the EOY Conference to determine if changes are needed. Changes will be made to the GSPD Plan in Eduphoria.				September 24, 2025 (within first 6 weeks of school year)	
Observation and Post-Conference				Due Date	
Unannounced Classroom Observation (Provide 2 week window)				Provide at least 1 week notice for the 2 week window May begin two weeks after orientation	
Observation Post-Conference				Conducted within 10 working days of the observation	
New teacher observation				October 31, 2025	
Returning teacher observation				January 30, 2026	
End of Year Conference and Written Summative Annual Appraisal				Due Date	
An end-of-year conference shall be held no later than 15 working days before the last day of instruction for students				April 30, 2026 (at least 15 days before the last day of instruction) No TIA teacher summatives before March 23, 2026	
Written Summative Annual Appraisal (Final Observation Report)				Shall be shared with the teacher within 10 working days following the conclusion of the EOY conference (if not shared at the EOY conference) but no later than 15 working days before the last day of instruction	
Instructional Days on which no observations are allowed due to a day before and after a holiday					
8/29/2025	11/11/2025	1/06/2026	2/17/2026	4/07/2026	
9/02/2025	11/21/2025	1/16/2026	3/13/2026		
10/10/2025	12/01/2025	1/20/2026	3/23/2026		
10/14/2025	12/19/2025	2/13/2026	4/02/2026		
<ul style="list-style-type: none">• No observations are allowed on days a teacher is scheduled for STAAR testing• Walkthroughs may be conducted and cumulative data may be obtained on any day and at any time throughout the school year					

Orientation	<ul style="list-style-type: none"> Teachers new to the district will be trained for T-TESS All individuals appraised with T-TESS will attend T-TESS campus orientation Teachers hired after August will be trained by campus administration
Teacher Goal-Setting Plan (GS)	<ul style="list-style-type: none"> A completed, appraiser-approved TG must be submitted through Eduphoria by ALL teachers and reviewed at the beginning of the year conference GS will be maintained through the course of the school year by the teacher Teacher GS will be reviewed with teacher at the EOY conference
Unannounced Observation	<ul style="list-style-type: none"> Advance notice – at least 1 week Provide a two-week window Minimum 45-minute observation which will include a full lesson Written summary submitted to the teacher within 10 working days of the formal observation To be completed by the end of October for new teachers To be completed by the end of January for returning teachers
Post-Conference	<ul style="list-style-type: none"> Must be held in person and no more than 10 working days after the formal observation
Schedule Limitations	<ul style="list-style-type: none"> Formal observations may NOT be held on: days before/after holidays, days scheduled for end-of-semester or end-of-year examinations, or days scheduled for state-mandated assessments or other standardized tests
Growth Plans	<ul style="list-style-type: none"> T-TESS appraisals do NOT automatically trigger growth plans Professional growth plans may be established for teachers at any time throughout the year
Documented Walkthroughs	<ul style="list-style-type: none"> A minimum of two documented T-TESS walkthroughs per semester must be conducted for ALL teachers. These must be completed in Eduphoria on the T-TESS walkthrough document Each walkthrough must be a minimum of 15 minutes in length Documentation must be shared with the teacher in writing within 10 days
Teacher Response/Request for a Second Appraiser	<ul style="list-style-type: none"> A teacher may rebut in writing and/or request a second appraisal within 10 working days after receiving the Observation Summary Form or Summative Annual Report
End-of-Year Conference	<ul style="list-style-type: none"> Teachers must have an End-of-Year Conference no later than April 30, 2026 Review of the appraisal data collected throughout the current school year Examine and discuss the evidence related to the teacher's performance on the 4 domains or domain 4 of the T-TESS rubric depending on the type of teacher appraisal Review Goal-Setting and Professional Development Plan, and Plan for the following school year
Summative Annual Report	<ul style="list-style-type: none"> Any piece of evidence/documentation shared with the teacher in writing within 10 days can be used as documentation/evidence The summative report shall be shared with the teacher within 10 working days following the conclusion of the EOY conference Summatives can start for TIA eligible staff and pilot TIA staff. No summatives for TIA eligible staff or pilot TIA staff should be completed before March 23rd The summative conference must be held no later than 15 working days before the last day of instruction.
Librarians, Counselors, Nurses & Other Educational Professionals	<ul style="list-style-type: none"> Do not use the T-TESS instrument and must be evaluated annually, per Board policy