

COPPELL ISD T-TESS APPRAISAL CALENDAR 2016-2017

Purpose:	To formalize what highly effective teachers do
	Develop habits of self-assessment, reflection, and adjustment
	Build a collaborative, supportive culture
August 22, 2016	First Day of Instruction
August 22, 2016 to September 30, 2016	Window for Goal Setting/Professional Development Plan Conferences
	Required for teachers in their first year of T-TESS or new to the district
September 12, 2016 to March 31, 2017	Window for Formal Observations
	At least 45 minutes in length
	One per school year
	Pre-Conference required for teachers new to the campus
	Post conference required for all teachers within 10 business days of observation
April 3, 2017 to May 5, 2017	Window for End of Year Conferences
	Required for all teachers 15 business days prior to the last day of instruction
June 16, 2017	All signed summatives due to Human Resources Department
No Formal Observations on the Following Dates:	November 18, November 28, December 16, January 4, March 10, and March 20.
Notes:	All documentation to be included as supporting documentation for a teacher's evaluation must be shared within 10 business days of the administrator obtaining the information.
	Teachers hired during the 2016-2017 school year must be trained within three weeks of being hired.
	For CISD appraisal purposes, the last day of "instruction" is May 26, 2017.