

HISD T-TESS Calendar 2026-2027

August 5- August 28

Campus Orientation for all teachers has to occur during this window. Principals will provide the training to the appropriate personnel by August 29, 2025. Orientation must occur at least three weeks prior to the first observation.

September 18

GSPD due to appraiser: All teachers must complete and submit the

(1) Goal Setting Plan with one goal and

(2) Student Growth Goal for one class or group of students.

Complete in DMAC.

*A goal setting **conference** is required for teachers in their first year with T-TESS or if new to the district.

Formal Observation Window

October 1- March 25

Dates for Non-Observation

October 10 & 13 Non-Observation Day

November 20 Non-Observation Day

November 30 Non-Observation Day

December 17 & 18 Non-Observation Day

January 5 Non-Observation Day

January 15 & 19 Non-Observation Day

February 12 & 22 Non-Observation Day

March 25 Non-Observation Day

April 5 Non-Observation Day

In addition, no observations are allowed on days a teacher is scheduled for STAAR testing or end of semester exams: Please be sure to obtain and follow the most current campus testing schedules.

April 29

All End-of-Year conferences must be completed (15 days prior to the last day of instruction). ALL student growth goal tracker information must be uploaded in DMAC.

April 30

A teacher may waive a summative conference if all documents are signed at the end-of-year conference. A written summative annual appraisal report shall be shared with the teacher no later than 15 working days before the last day of instruction for students.

Orientation (Aug 5-28)

- Teachers new to the district will be trained for T-TESS.
- All individuals appraised with T-TESS will complete T-TESS campus orientation.
- Teachers hired after August orientation sessions will be trained by campus administration.

Teacher Goal-Setting Plan (GS) and Student Growth Goal (SGG) (Due Sept 18)

- A completed, appraiser-approved Goal-Setting Plan and Student growth goal must be submitted through DMAC by ALL teachers and reviewed at the beginning of the year conference.
- Teacher Goal Setting and Student Growth Goals will be maintained through the course of the school year by the teacher.
- Teacher Goal Setting and Student Growth Goals will be reviewed with the teacher at the End-of-Year conference.
- Student Growth Goal Rating will be shared with teachers at the end-of-year conference.

Formal Observation

- Advance notice – provide a ten (10) working day window for observation.
- Minimum 45- minute observation or shorter segments. Written summary submitted to the teacher within ten (10) working days of the formal observation.

Post-Conference

- The post-conference must be held no more than ten (10) working days after the formal observation.

Schedule Limitations

- Formal observations may NOT be held on days scheduled for end-of-semester or end-of-year examinations, before or after a school holiday, or days scheduled for state-mandated assessments or other standardized tests
- Walkthroughs may be conducted and cumulative data may be obtained on any day and at any time throughout the school year

Growth Plans

- 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

- A minimum of two (2) documented T-TESS walkthroughs must be conducted for ALL teachers. These must be completed in DMAC on the T-TESS walkthrough document (Minimum: one each semester)
- Each walkthrough must be a minimum of ten (10) minutes in length.
- Documentation must be shared with the teacher in writing within ten (10) days.

Teacher Response/Request for a Second Appraiser

- A teacher may rebut in writing and/or request 2nd appraisal within 10 working days after receiving the Observation Summary Form or Summative Annual Report.

End-of-Year Conference

- All EOY conferences must be completed 15 days prior to the last day of instruction- April 29, 2027
 - Review of the appraisal data collected throughout the current school year.
 - Examine and discuss the evidence related to the teacher's performance on the four domains OR domain four of the T-TESS rubric depending on the type of teacher appraisal.
 - Review Goal-Setting and Professional Development Plan and Plan for following school year.
 - Review Student Growth Goals, student trackers and SGG rating rubric - add to T-TESS summative report.
 - Teachers may waive the summative conference IF no new evidence is provided and signatures are obtained at the end-of year conference.
 - Any piece of evidence/documentation shared with the teacher in writing within ten (10) days can be used as documentation/evidence.
 - The summative report must be in the hands of the teacher five (5) working days before the summative conference.
 - The summative conference must be held no later than 15 working days before the last day of instruction – April 29, 2027.
 - Printed, signed copies provided to HR.

Librarians, Counselors, Nurses, and Other Educational Professionals do not use the T-TESS instrument.