

**COPPELL INDEPENDENT SCHOOL DISTRICT
T-TESS APPRAISAL CALENDAR 2017-2018**

Purpose: To formalize what highly effective teachers do, to develop habits of self-assessment, reflection, and adjustment and to build a collaborative, supportive culture.

August 21, 2017	First day of instruction
August 21- September 29, 2017	Window for Goal Setting/Professional Development Plan Conferences w/ Appraiser (required for educators in his/her first year of T-TESS or new to the District.)
September 4, 2017	Labor Day Holiday
September 11, 2017 - March 30, 2018	Window for Formal Observations. At least 45 minutes in length & one per school year. Pre-conference required for educators new to the campus. Post-conference required for all educators within 10 business days of the formal observation.
November 17, 2017	No formal observation permitted
November 20 - 24, 2017	Thanksgiving Holidays
November 27, 2017	No formal observation permitted
December 15, 2017	No formal observation permitted
December 18 - Jan 1, 2018	Winter Break
January 2, 2018	Staff returns
January 3, 2018	No formal observation
March 9, 2018	No formal observation permitted
March 12 - 16, 2018	Spring Break
March 19, 2018	No formal observation permitted
April 2 - May 4, 2018	Window for End of Year Conferences. Required for all educators 15 business days prior to the last day of instruction.
June 15, 2018	All written summative reports submitted to Human Resources Office

*Share documentation with teacher within 10 business days

* Staff hired during the 2017-2018 school year must be trained within 3 weeks of being hired

*For CISD Appraisal purposes, the last day of "instruction" is May 25, 2018