

2025-2026 District Appraisal Calendar

Texas Teacher Evaluation and Support System (T-TESS)

The data for the appraisal of each dimension shall be gathered from pre-conferences, observations, post-conferences, end-of-year conferences, the Goal-Setting and Professional Development Plan process, and other documented sources. All appraisers must observe the following dates for classroom observations, conferences, and summative schedules.

All Teachers

TAC Chapter 150, Subchapter AA

August 4 -August 12, 2025	<p><u>T-TESS Orientation and SLO</u></p> <p>T-TESS Orientation with Student Learning Objective (SLO) training must occur for all teachers with documented attendance.</p> <p>Information should include state and local policies, appraisal calendar, and information on the requirements for completing the goal setting conference.</p>
August 27, 2025	<p><u>Observations Begin</u></p> <p>Observations can begin two weeks following the day of completion of the T-TESS orientation.</p>
Due by September 24, 2025	<p><u>Goal Setting/PD Plan</u></p> <p>The annual teacher appraisal shall include a completed and appraiser-approved Goal-Setting and Professional Development Plan that shall be initially drafted in conjunction with the teacher's end-of-year conference from the previous year, revised as needed based on changes to the context of the teacher's assignment during the current school year, and submitted to the teacher's appraiser within the first six weeks of instruction.</p> <p>For a teacher in the first year of appraisal under T-TESS or for teachers new to the district, a Goal Setting and Professional Development Plan conference <u>shall be</u> conducted prior to the teacher submitting the plan to the teacher's appraiser.</p>

<p>October 17, 2025</p>	<p><u>Less than Annual</u></p> <p>Teachers eligible for a Less than Annual Evaluation must complete the electronic Less than Annual Evaluation Form. These teachers have two options:</p> <ul style="list-style-type: none"> • Opt out of the Less than Annual process and receive a formal evaluation with an observation, or • Accept the Less than Annual status and forgo an observation. <p>Before sending the electronic form, administrators must verify the teacher's eligibility based on their evaluation Category and TIA status. They should also ensure the accuracy of the Cognos report and the master schedule.</p>
<p>February 13, 2026</p>	<p><u>Return to Annual Observation</u></p> <p>Teachers who initially agreed to participate in the Less than Annual process and waived their evaluation may change their decision and request to return to the annual observation process. To do so, they must complete the request by sending an email to their evaluator and completing the 'Return to Appraisal Request' form in Laserfiche. To finalize the process, the evaluator must sign the Laserfiche form, officially returning the teacher to the evaluation cycle.</p>
<p>Due by April 14, 2026</p>	<p><u>End of Year Conferences</u></p> <p>End-of-year conferences must occur prior to the release of the written summative annual appraisal report.</p>

<p>Due by April 28, 2026</p>	<p><u>Summative Appraisal</u></p> <p>The written summative annual appraisal report shall be shared with the teacher within 10 working days following the conclusion of the end-of-year conference; however no later than 15 working days before the last day of instruction for students. The <i>Summative Evaluation</i> must be <u>physically signed and dated</u> by the teacher and appraiser to be uploaded into Laserfiche.</p>

Due by May 8, 2026	<p><u>Electronic Uploads</u></p> <p>All evaluation documents (signed copy of summative or missing appraisal forms) must be uploaded using the electronic evaluation tile in the Staff Portal. (2 weeks before the last day of school) The electronic Less than Annual form and Modified End of Year Conference is automatically uploaded through Laserfiche.</p>
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Category 1 Teachers

August 27, 2025 – December 18, 2025	<p>All Category 1 teachers will have at least one announced observation of a minimum of 45 minutes.</p> <p>A pre-conference shall be conducted within ten days for the announced observation.</p> <p>A post-conference shall be conducted within ten working days after the completion of an observation.</p> <p>Additional walk-throughs and observations may be conducted at the discretion of the certified appraiser and in accordance with the TEC 21.352(c-1).</p> <p>Each Category 1 teacher shall receive a minimum of <u>one</u> walk-through.</p>
Complete by March 27, 2026	<p>All Category 1 teachers will also have at least one classroom unannounced length of lesson observation.</p> <p>A pre-conference may be conducted within ten days for the unannounced observation.</p> <p>A post-conference shall be conducted <u>within ten working days</u> after the completion of an observation.</p> <p>Additional walk-throughs and observations may be conducted at the discretion of the certified appraiser and in accordance with the TEC 21.352(c-1).</p>

Category 2 & 3 Teachers

<p>August 27, 2025 – March 27, 2026</p>	<p>All Category 2 and 3 teachers will have at least one unannounced observation of a minimum of 45 minutes with the exception of Category 3 teachers who have met eligibility criteria for less than the annual appraisal.¹</p> <p>TIA Eligible Teachers teaching a course that is in Data Capture (Phase 4) shall receive a full observation and summative regardless of category.</p> <p>A pre-conference may be conducted within ten days for the unannounced observation.</p> <p>A post-conference shall be conducted within ten working days after the completion of an observation.</p> <p>Each teacher in Category 2 shall receive a minimum of one walk-through. Walkthroughs for teachers in Category 3 are strongly encouraged.</p> <p>Additional walk-throughs and observations may be conducted at the discretion of the certified appraiser and in accordance with the TEC 21.352(c-1).</p>
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Late Hires, Leaves, and Special Circumstances

Any teacher hired between **January 6, 2026 through February 27, 2026** must receive a minimum of at least 1 unannounced observation and 1 walk-through.

A formal observation is not required for employees hired after **February 27, 2026**; however, a minimum of 1 walk-through must be completed.

Employees not appraised due to a late hire after **February 27, 2026**, leave status, or special circumstance shall have documentation which outlines the reason for the missing appraisal. The **Missing Appraisal Documentation Form** shall be completed and uploaded in lieu of the summative appraisal. Communicate to your HR Managing Director regarding this occurrence.

Action Plans

An action plan **shall** be developed for a teacher who is evaluated **“Improvement Needed” in two or more dimensions** or at any time at the discretion of the appraiser when the appraiser has documentation that would potentially produce an

¹ Refer to Board Policy DNA (LOCAL) and the document, *Category 3 Teacher Agreement for Less Than Annual Appraisal*

evaluation of “Improvement Needed.” The action plan remains in place until the teacher has consistently and independently demonstrated at least a proficient level of expected performance over time.

Important Notes

The appraisal period for each teacher must include all of the days of a teacher’s contract.

Any documentation that will influence the teacher’s summative annual appraisal report must be **shared in writing** with the teacher within **ten working days** of the certified appraiser’s knowledge of the occurrence.

Any documentation collected after the end-of-year conference, but before the end of the contract term during one school year, may be considered as part of the appraisal of a teacher. If the documentation affects the teacher’s evaluation in any dimension, another summative report shall be developed to inform the teacher of the change(s).

Responses

A teacher may submit a written response or rebuttal at the following times:

- For Domains I, II, and III, after receiving a written observation summary or any other written documentation related to the ratings of those three domains; or
- For Domain IV for the performance of teachers’ students after receiving a written summative appraisal report.

Any written response or rebuttal **must be submitted within ten working days** of receiving a written observation summary, a written summative annual appraisal report, or any other written documentation associated with the teacher’s appraisal. A teacher may not submit a written response or rebuttal to a written summative annual appraisal report of the ratings in Domains I, II, III, if those ratings are based entirely on observation summaries or written documentation already received by the teacher earlier in the appraisal year for which the teacher already had the opportunity to submit a written response or rebuttal.

Appeals

A teacher may request a second appraisal by another certified appraiser at the following times:

- For Domains I, II, and III after receiving a written observation summary with which the teacher disagrees; or
- For Domain IV, for the performance of teachers’ students after receiving a written summative annual appraisal report with which the teacher disagrees.

Any request for a second appraisal must be submitted to and received by the teacher’s appraiser no later than **3:00 PM** of the **tenth working day** after receiving the observation summary or a written summative annual appraisal report with which the teacher disagrees.

A teacher may not request a second appraisal by another certified appraiser in response to a written summative annual appraisal report for the ratings of dimensions in Domains I, II, and III if those ratings are based entirely on observation summaries or written documentation already received by the teacher earlier in the appraisal year for which the teacher already had the opportunity to request a second appraisal.

A principal or other appraiser who receives a request for a second appraisal shall promptly forward the request to the Director for Human Resources who supports the campus or department.

If a teacher requests a second appraisal by another certified appraiser for the written summative annual appraisal report after **April 29, 2026**, then the teacher waives the timeline that requires the 15 days before the last day of instruction for students to conduct the second written summative annual appraisal report.

The procedure for requesting a second appraisal can be found in WorkVivo. The title of the document is *Teacher Request for 2nd Appraisal*.

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