

**Huntsville Independent School District**  
**2025 - 2026 Appraisal Calendar**  
**Texas Teacher Evaluation Support System(T-TESS)**

Month	Action	Person(s) Responsible	Required Document
August to September	<ul style="list-style-type: none"> <li>• Training for T-TESS (T-TESS Cube) (<b>Deadline 9/5/25</b>) • Ongoing for new teachers (no later than 6 weeks from the day of completion of orientation and at least 2 weeks before 1<sup>st</sup> observation)</li> </ul>	<ul style="list-style-type: none"> <li>• District and Campus Administration</li> </ul>	<ul style="list-style-type: none"> <li>• T-TESS Training Materials • Campus/Dept Sign-In sheet</li> </ul>
All year	<ul style="list-style-type: none"> <li>• Teacher walkthroughs should be completed throughout the school year. A minimum of 1 walkthrough in the 1st semester and 1 walkthrough in the 2nd semester.</li> </ul>	<ul style="list-style-type: none"> <li>• District and Campus Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of 2 T-TESS Walkthrough forms completed in Eduphoria</li> </ul>
September	<ul style="list-style-type: none"> <li>• Teacher Goal Setting, Self-Assessment and Professional Development (“GSPD”) Plan Part 1 (<b>Due 9/19/25</b>)</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher completes GSPD Part 1</li> </ul>	<ul style="list-style-type: none"> <li>• T-TESS Self-Assessment, Professional Goal and Student Growth goal</li> </ul>
	<ul style="list-style-type: none"> <li>• GSPD Conferences (<b>Beginning 9/22/25</b>)</li> <li>• A pre-conference must be held prior to a formal observation</li> </ul>	<ul style="list-style-type: none"> <li>• Appraiser schedules conference</li> </ul>	<ul style="list-style-type: none"> <li>• No required form</li> </ul>
	<ul style="list-style-type: none"> <li>• Artifacts or evidence for Domain 4 should be collected throughout the year in preparation for end of year conferences that will be held in April. (<b>Ongoing</b>)</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher collects and compiles evidence</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher artifacts</li> </ul>
October to May	<ul style="list-style-type: none"> <li>• Observations (45 min. minimum) will be conducted (<b>Observation window 9/22/25 – 4/10/26</b>)</li> <li>• Mid-year goal conference (Jan 2025)</li> <li>• “Contractual Difficulties” information to Human Resources (<b>Due 3/2/26</b>)</li> <li>• Post-observation conferences must be completed <b>10 days</b> after a formal observation</li> </ul>	<ul style="list-style-type: none"> <li>• Appraiser conducts observation and completes form</li> <li>• Appraiser meets with teacher</li> <li>• Teacher digitally signs form in Strive</li> </ul>	<ul style="list-style-type: none"> <li>• T-TESS Pre-obs. Conference in Eduphoria</li> <li>*T-TESS Observation Rubric (Domains 1-3) in Eduphoria</li> <li>*T-TESS - Post Conference form in Eduphoria</li> </ul>
March to April	<ul style="list-style-type: none"> <li>• Artifacts and evidence must be shared with appraiser at least <b>10 days prior</b> to the End of Year Summative Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher shares artifacts &amp; evidence</li> </ul>	<ul style="list-style-type: none"> <li>• Upload artifacts in Eduphoria as attachments</li> </ul>
	<ul style="list-style-type: none"> <li>• Complete the GSPD Part 2 <b>prior</b> to end of year conference</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher completes GSPD Part 2</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher Self-Assessment and Goal Setting Form in Eduphoria</li> </ul>
	<ul style="list-style-type: none"> <li>• End of Year Summative Conferences (<b>no later than 4/30/26</b>)</li> </ul>	<ul style="list-style-type: none"> <li>• Appraiser schedules conference and completes form</li> <li>• Teacher digitally signs form in Strive</li> </ul>	<ul style="list-style-type: none"> <li>• T-TESS Summative Form (Domains 1-4) in Eduphoria</li> </ul>



NO OBSERVATIONS THE DAY BEFORE AND/OR AFTER THESE HOLIDAYS		
School-wide Holiday	November 21, 2025	December 1, 2025
School-wide Holiday	December 18, 2025	January 7, 2026
School-wide Holiday	March 6, 2026	March 16, 2026

**NO OBSERVATIONS FOR TEACHERS OF TESTED SUBJECT AREAS THE DAY BEFORE, DURING, AND/OR AFTER THE STANDARDIZED TESTS** \*This calendar must be approved by HISD Board of Trustees. If there are any changes due to board actions, staff will be provided revised copies.