

***Splendora Independent School District***  
**Texas Teacher Evaluation and Support System (T-TESS)**  
**GENERAL GUIDELINES AND APPRAISAL CALENDAR**  
**2025-2026**

1. Each school district shall establish a calendar for the appraisal of teachers. TAC 150.1003(d)

2. The appraisal period must include all the days of a teacher's contract. TAC 150.1003(d)

**Appraisal Period**

August 5 – May 29

3. An orientation to the Texas Teacher Evaluation and Support System (T-TESS) must be provided no later than the final day of the first three weeks of school and at least two weeks before the first observation. TAC 150.1006(a) (b).

In SISD, the T-TESS orientation will be completed before August 29, 2025.

4. Observations during the appraisal period must be conducted during the required days of instruction for students during one school year. The appraisal period shall exclude the first two weeks of instruction. TAC 150.1003(d)(1)

**The first two weeks of instruction are excluded from documented T-TESS Walkthroughs.**

August 13 – August 29

**T-TESS Window Begins**

September 15, 2025

5. An observation post-conference shall be conducted within 10 working days after the completion of an observation. TAC 150.1003 (b)(5)(A)

6. Goal-Setting and the Professional Development Plan shall be submitted to the teacher's appraiser within the first six weeks after the T-TESS orientation TAC 150.1003(b) (1) (A). For a teacher in their first year of appraisal under the T-TESS or for teachers new to the district, a Goal-Setting and Professional Development Plan conference must take place before the teacher submits the plan to their appraiser. TAC 150.1003(b) (2)

The Goal-Setting and Professional Development Plan shall be maintained throughout the school year and shared with the teacher's appraiser before the end-of-year conference. TAC 150.1003(b) (C, D)

**Goal-Setting and Professional Development Plan**

September 1 – October 10

7. End-of-year conferences shall be completed no later than 15 working days before the last day of instruction for students. TAC 150.1003(d)(2) also (i).

In cases where the certified appraiser is not an administrator on the teacher's campus, as defined in §150.1005(b) (Appraiser Qualifications), either the principal, assistant principal, or another supervisory staff member designated as an administrator on the campus must participate in the end-of-year conference.

**End-of-Year Conferences**

In SISD, the goal is for all End-of-Year Conferences to be completed by March 13.

8. Written summative annual appraisal report shall be shared with the teacher within 10 working days following the end-of-year conference TAC 150.1003 (h) (i)

**Written Summative Annual Appraisal Reports**

In SISD, it is recommended that all administrators complete written summatives by March 27, prior to Spring Break.

A teacher may request a second appraisal by another certified appraiser at the following times: TAC 150.1004(c) (1) for Domains I, II, and III after receiving a written observation summary with which the teacher disagrees; or (2) for Domain IV after receiving a written summative annual appraisal report with which the teacher disagrees.

The second appraisal must be requested within 10 working days of receiving a written observation summary or a written summative annual appraisal report. TAC 150.1004 (d)

The second appraiser shall make observations and walk-throughs as necessary to evaluate the dimensions in Domains I-III or shall review the Goal-Setting and Professional Development Plan for evidence of goal attainment and professional development activities, when applicable. Cumulative data may also be used by the second appraiser to evaluate other dimensions. TAC 150.1004 (f)

9. The written summative annual appraisal report shall be placed in the teacher's personnel file (Eduphoria Strive) by the end of the appraisal period. TAC 150.1003(h).

**In Splendora ISD, all appraisal documents will be signed by the teacher and then the appraiser.**

NOTE: A teacher new to the district or when the teacher has never been appraised under T-TESS shall be provided with an orientation of T-TESS no later than the final day of the first three weeks of school and at least two weeks before the teacher's first observation. TAC 150.1006(a) (1) (2) This would include teachers employed at any time during the year. Teachers employed after the first three weeks of school will receive training within the first three weeks of their start date with Splendora ISD and at least two weeks prior to their first observation. Additional orientations shall be provided anytime substantial changes occur in the T-TESS. TAC 150.1006(a)(3) (b)

Revised 8/13/25

Splendora ISD Board of Trustees approved