

**COPPELL INDEPENDENT SCHOOL DISTRICT  
APPRAISAL CALENDAR 2023-2024**

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

The appraisal calendar shall exclude formal observations by the appraiser until August 21, 2023 and formal observations may not occur after March 29, 2024, the day before and the day after a school holiday, days scheduled for state-mandated assessments, or other standardized tests.

August 15, 2023	First day of instruction
August 15 – September 22, 2023	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). Goal Setting is required for ALL district employees.
August 21, 2023	First day for formal observations begins, or two weeks after the day of completion of the T-TESS orientation
August 21, 2023 – March 29, 2024	Window for Formal Observations. At least 45 minutes in length and one per school year required. Pre-conference is required for educators new to the campus. Post-conference required for <b>all</b> educators within 10 business days of the formal observation.
September 4, 2023	Holiday (No formal observations before or after a school holiday)
October 9, 2023	Holiday (No formal observations before or after a school holiday)
November 20-24, 2023	Holiday (No formal observations before or after a school holiday)
December 18, 2023 - January 3, 2024	Holiday (No formal observations before or after a school holiday)
January 15, 2024	Holiday (No formal observations before or after a school holiday)
March 11-15, 2024	Holiday (No formal observations before or after a school holiday)
March 29, 2024	Last day to conduct formal observations.
April 1 – April 26, 2024	Window for End of Year Conferences. Required for <b>all</b> educators 15 business days prior to the last day of instruction.
June 14, 2024	All summative evaluation reports entered into Power Schools Perform and documentation spreadsheets sent to HR.

\*Share documentation with teacher within 10 business days

\* Staff hired during the 2023-2024 school year must be trained within 3 weeks of being hired

\*For CISD Appraisal purposes, the last day of “instruction” is May 17, 2024