

# Argyle ISD T-TESS Appraisal Handbook 2026-2027



### AISD T-TESS Certified Campus Appraisers - 2026-2027

Appraiser	Location
Dr. Dawn Jordan	Administrative Building
Lauren Tullos	Administrative Building
Leeann Rudolph	Administrative Building
Renee Funderburg	Administrative Building
Shannon Knowles	Argyle High School
Phillip Humphries	Argyle High School
Blain Barnett - pending	Argyle High School
Izzy Fowler	Argyle High School
Laura Nelson	Argyle High School
Dona Lumsden	Argyle Middle School
Jonathan Delay	Argyle Middle School
Stephanie Kelly	Argyle Middle School
Whitney Wheeler	Gibson Middle School
Coby Pelt	Gibson Middle School
Jennifer McClain - pending	Gibson Middle School
Heather Van Noy	Argyle Sixth Grade Center
Alexa Mouton	Argyle Sixth Grade Center
Kristen Haynes	Argyle South Elementary
Chandler Putman	Argyle South Elementary
Katie Haydin	Argyle West Elementary
Paige Krause	Argyle West Elementary
Holly Williams	Hilltop Elementary
Mary Kemper	Hilltop Elementary
Hillary Laird	Jane Ruestmann Elementary
Ashlee Smith	Jane Ruestmann Elementary

**\*Additional evaluators may be added throughout the year**

## **DNA (LOCAL)**

### **LESS-THAN-ANNUAL ELIGIBILITY**

In addition to meeting the eligibility requirements in state rules (including written consent), to be eligible for less-than-annual evaluations under the T-TESS, a teacher shall:

1. Be employed on an educator term contract;
2. Hold SBEC Certification;
3. Be assigned in his or her certification area;
4. Not be on a growth plan.

### **FREQUENCY**

Eligible teachers shall be appraised every **two** years.

During any school year when a complete appraisal is not scheduled for an eligible teacher, either the teacher or the principal may require that an appraisal be conducted by providing written notice to the other party.

A teacher's supervisor shall have the authority to return a teacher to the traditional appraisal cycle as a result of performance deficiencies documented in accordance with state rules.

### **ANNUAL REVIEW PROCESS**

In the years in which a T-TESS appraisal is not scheduled for an eligible teacher, the teacher shall participate in an annual review process aligned to TTESS that includes:

1. The Goal-Setting and Professional Development Plan Process;
2. The performance of teachers' students (Student Learning Objective/ SLO), as defined in 19 Administrative Code 150.1001(f)(2); and
3. A modified end-of-year conference that addresses:
  - a. The progress of the Goal-Setting and Professional Development Plan;
  - b. The performance of teachers' students (SLO), as defined in 19 Administrative Code 150.1001(f)(2); and
  - c. The following year's Goal-Setting and Professional Development Plan.

### **19 TAC 150.1003(l)**

The annual review process shall produce a written document to be presented to the teacher, signed by the teacher and supervisor, and maintained in the personnel file.

## T-TESS Appraisal Calendar - Probationary & Term Contract Employees

### T-TESS Appraisal for Probationary Contract Employees:

First-year (new to the profession) teachers on a probationary contract must be evaluated by the campus principal. New to district probationary contract, teachers with two or more years of experience can be appraised by the campus assistant principal or principal. Once on a term contract, an employee ~~are~~ **may be** eligible to join the 2-year T-TESS cycle according to the last digit of their teacher ID number, **it they are not considered TIA eligible**. If an assistant principal is evaluating a teacher who is not meeting the required level of proficiency, it is expected that the campus principal will conduct at least 1 walkthrough on that teacher, no matter who the assigned appraiser is for that year.

### Instructions on how to find Argyle ISD employee ID Numbers:

Go to [Q](#)

Staff

Staff List

The Staff number is listed next to the name

### T-TESS Appraisal for Term Contract Employees:

- Cycle A (**27-28, 29-30**): Term contract teacher with a teacher ID ending in 0, 1, 2, 3, 4 will be formally appraised, **and all TIA eligible teachers**.
- Cycle B (**26-27, 28-29**): Term contract teacher with a teacher ID ending in 5, 6, 7, 8, or 9 will be formally appraised, **and all TIA eligible teachers**.

	Cycle A	Cycle B
<b>27-28 29-30</b>	<p><b>Formal Appraisal for the teachers ID ending: 0, 1, 2, 3, or 4, and TIA eligible teachers</b></p> <p>Formal Appraisal includes:</p> <ul style="list-style-type: none"> <li>• PreConf; Observation Cycle; PostConf</li> <li>• PD Plan in STRIVE;</li> <li>• Documented Walk-throughs (2 total; one in the fall and one in the spring)</li> <li>• Student Growth Measure - SLO</li> <li>• EOY Conf for Summative &amp; SLO</li> </ul>	<p><b>No formal appraisal for the teacher ID ending 5, 6, 7, 8, or 9, and not TIA eligible, but the process does include:</b></p> <ul style="list-style-type: none"> <li>• PD Plan in STRIVE;</li> <li>• Documented Walk-throughs (3 total; at least one in fall and one in spring) (must include domains 2-3)</li> <li>• Student Growth Measure - SLO</li> <li>• Modified EOY Conf/Conversation for SLO</li> </ul>
<b>26-27 28-29</b>	<p><b>No formal appraisal for the teacher ending 0, 1, 2, 3, or 4, and not TIA eligible, but the process does include:</b></p> <ul style="list-style-type: none"> <li>• PD Plan in STRIVE;</li> <li>• Documented Walk-throughs (3 total; at least one in fall and one in spring) (must include domains 2-3)</li> <li>• Student Growth Measure - SLO</li> <li>• Modified EOY Conf/Conversation for SLO</li> </ul>	<p><b>Formal Appraisal for the teacher ID ending: 5, 6, 7, 8, or 9, and TIA eligible teachers</b></p> <p>Formal Appraisal includes:</p> <ul style="list-style-type: none"> <li>• PreConf; Observation Cycle; PostConf</li> <li>• PD Plan in STRIVE;</li> <li>• Documented Walk-throughs (2 total; one in the fall and one in the spring)</li> <li>• Student Growth Measure - SLO</li> <li>• EOY Conf for Summative &amp; SLO</li> </ul>

**NOTE: Cycles rotate on a two-year basis**

## 2026-2027 Appraisal Calendar Texas Teacher Evaluation Support System (T-TESS)

Month	Action	Person(s) Responsible	Required Document
June/July/ August	<ul style="list-style-type: none"> <li>Returning administrators must successfully complete TTESS Recertification prior to school starting - Go to <a href="https://www.teachfortexas.org/Default">https://www.teachfortexas.org/Default</a> &gt; Appraisers &gt; Certification Test (then login)</li> </ul>	<ul style="list-style-type: none"> <li>District and Campus Administration</li> </ul>	<ul style="list-style-type: none"> <li>T-TESS Recertification Certificate</li> </ul>
August	<ul style="list-style-type: none"> <li><b>New to District - Teacher Training for T-TESS</b> - Held during New Hire Week</li> </ul>	<ul style="list-style-type: none"> <li>Learner Services</li> </ul>	<ul style="list-style-type: none"> <li>T-TESS Training Materials</li> </ul>
	<ul style="list-style-type: none"> <li><b>Teachers returning to AISD refresher training</b> Not later than the first three weeks of school and at least two weeks before the first observation - Training materials on TTESS - Login &gt; Appraiser &gt; Orientation Materials &gt; Teacher Refresher</li> </ul>	<ul style="list-style-type: none"> <li>Campus Administrators</li> </ul>	<ul style="list-style-type: none"> <li>Campus PD Plan</li> </ul>
	<ul style="list-style-type: none"> <li>For Term Teachers on the 2026-2027 waiver, T-TESS cycle waiver submission is due by September <b>9/4/2026</b></li> </ul>	<ul style="list-style-type: none"> <li>Campus Administrators &amp; Teacher</li> </ul>	<ul style="list-style-type: none"> <li>T-TESS Cycle Waiver</li> </ul>
September	<ul style="list-style-type: none"> <li>Teachers submit new goal &amp; complete PD plan by <b>8/31/2026</b></li> <li>Teachers have goal setting meeting with the appraiser by <b>9/4/2026</b></li> </ul>	<ul style="list-style-type: none"> <li>Appraiser</li> <li>Teacher</li> </ul>	<ul style="list-style-type: none"> <li>T-TESS Goal Setting form on Eduphoria STRIVE</li> </ul>
	<ul style="list-style-type: none"> <li>Pre-Observation Conferences for full T-TESS Cycles (<b>Beginning 9/8/2026</b>)</li> <li>A pre-conference must be held prior to a formal observation</li> <li>Observation cycle: <b>9/8/2026-3/24/2027</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 schedules conference</li> </ul>	<ul style="list-style-type: none"> <li>Observation form on Eduphoria STRIVE</li> </ul>
	<ul style="list-style-type: none"> <li><b>LATE HIRES:</b> Teacher Training for T-TESS for teachers not already trained in Orientation will be trained by campus admin w/in the first 3 weeks of the start date</li> <li>"Late hires" Goal setting conference with the appraiser is w/in 6 weeks after orientation</li> <li>Observation cycle for new teachers attending w/in 6 weeks after orientation</li> </ul>	<ul style="list-style-type: none"> <li>District Admin/APs</li> <li>Teachers needing TTESS training</li> </ul>	<ul style="list-style-type: none"> <li>T-TESS Training Materials</li> </ul>
September – March	<ul style="list-style-type: none"> <li>Artifacts of evidence for Domain 4 should be collected throughout the year in preparation for end-of-year conferences that will be held in March and April (<b>Ongoing</b>)</li> </ul>	<ul style="list-style-type: none"> <li>The teacher collects and completes the evidence</li> </ul>	<ul style="list-style-type: none"> <li>Teacher artifacts</li> </ul>
	<ul style="list-style-type: none"> <li>1 Formal Observation for a full T-TESS Cycle (45 min. minimum) will be conducted - complete a lesson cycle. (<b>Observation window 9/8/2026-3/24/2027</b>)</li> <li>2 Informal Observations / Walkthroughs - at least 1 in fall and 1 in spring quarter (15 min. minimum) for waivers</li> </ul>	<ul style="list-style-type: none"> <li>Appraiser conducts observation and completes form</li> <li>Teacher signs form</li> </ul>	<ul style="list-style-type: none"> <li>T-TESS Observation Rubric (Domains 1-3) in Eduphoria STRIVE</li> </ul>
March - April	<ul style="list-style-type: none"> <li>Teacher shares artifacts and evidence with the appraiser at least <b>5 days prior</b> to the End of Year Conference.</li> </ul>	<ul style="list-style-type: none"> <li>Teacher</li> </ul>	<ul style="list-style-type: none"> <li>Options: Upload artifacts on STRIVE as</li> </ul>

	<ul style="list-style-type: none"> <li>At least one evaluation must be conducted before a teacher receives a contract for the following year.</li> </ul>		<p>attachments or share in Google Drive to appraiser</p>
	<ul style="list-style-type: none"> <li>Teacher completes the Teacher Self-Assessment and Goal Setting Part 2 and Professional Development Plan prior to the End of Year conference.</li> <li>Identify potential goals and professional development activities for the next school year.</li> </ul>	<ul style="list-style-type: none"> <li>Teacher</li> </ul>	<ul style="list-style-type: none"> <li>Teacher Self-Assessment and Goal Setting Form on Eduphoria STRIVE</li> </ul>
	<ul style="list-style-type: none"> <li>End of Year Conferences (<b>no later than 4/29/2027</b>) (15 days before last day of instruction)</li> <li>Written summative annual appraisal report to be provided to the teacher within 10 working days of the conclusion of the End of Year conference.</li> </ul>	<ul style="list-style-type: none"> <li>Appraiser schedules conference and completes form</li> <li>Teacher signs form</li> </ul>	<ul style="list-style-type: none"> <li>T-TESS Summative Form (Domains 1-4) in Eduphoria STRIVE</li> </ul>

It is the teacher's responsibility to electronically sign required forms in STRIVE within specified timelines.

**IMPORTANT DATES -**

- 8/31/2026 - Deadline for **All** teachers to submit new goals and PD plan in Eduphoria STRIVE
- 9/8/2026 - 3/24/2027 - Walkthrough Window for All Teachers
- 9/4/2026 - Deadline to turn in T-TESS Cycle Waiver for term teachers on Cycle A who are not TIA eligible
- 9/4/2026 - Goal Setting Meeting with appraisers DUE
- w/in 3 weeks of hire date - "Late Hires" New to District Teachers receive T-TESS training (OR anyone that didn't receive it during PD week)
- 9/8/2026 - 3/24/2027 - All current employees - Observation cycle window
- w/in 6 weeks after orientation - New to District Teachers - Observation cycle window
- 4/29/2027 - End of Year Conferences DUE

**No formal observations are to take place on the following days:**

August 11 - September 4, 2026  
 October 9, 2026  
 November 20, 2026  
 December 18, 2026  
 February 11, 2027  
 March 4, 2027  
 March 25/26, 2027

First three weeks of school  
 Day before a holiday  
 Day before a holiday  
 Day before a holiday  
 Day before a holiday  
 Day before a holiday  
 Day before a holiday

**No Waiver -T-TESS Teacher with T-TESS Framework**

## Formal Observation Year

- I. Goal Setting & Professional Development Plan completed by the teacher and put into STRIVE by the date set by the district. Goals - one professional goal and one student growth goal (SLO)
- II. Documented Walkthroughs:
  - A minimum of two (2) documented walkthroughs (domains 2 &3); 1 in fall & 1 in spring
  - Each walkthrough must be a minimum of fifteen (15) minutes in length.
  - Documentation should be shared with the teacher within ten (10) days.
- III. Pre-Conference: The teacher will turn in a pre-conference document to his/her appraiser within 3-5 days prior to the observation window.
- IV. Formal Observation:
  - Minimum 45 minutes - needs to be a full lesson cycle
  - Written summary within ten (10) working days
  - Advance notice - provide a window for the teacher to pick a date and time.
  - At least one formal observation (probationary teachers) or one walk-through (non-probationary teachers on an off-cycle) must be conducted before the contract for the next school year is offered.
- V. Post-Conference: The post-conference must be held no more than ten (10) working days after the formal observation.
- VI. Summative Annual Report and EOY Conference
  - The teacher must provide artifacts and evidence for Domain IV before the Conference..
  - The EOY conference must be held no later than 15 working days before the last day of instruction.
  - The summative annual report is scored in STRIVE and teacher signature is obtained within 10 working days from the EOY conference and 15 days before the last instructional day.

Steps with Their Tasks	Details
<b>Submit Waiver</b>	<ul style="list-style-type: none"> <li>• Due to the administrator by the date set by the district</li> </ul>
<b>Goals for the Year:</b> <ul style="list-style-type: none"> <li>• Goal Setting &amp; Professional Development Plan in STRIVE</li> <li>• 2 goals - 1 professional goal and 1 student growth goal (SLO)</li> </ul>	<ul style="list-style-type: none"> <li>• Submission of goals is due by September date district sets</li> </ul>
<b>Walkthroughs</b> <ul style="list-style-type: none"> <li>• Minimum of 3 Walkthroughs (at least one each semester)</li> </ul>	<ul style="list-style-type: none"> <li>• Walkthrough templates in STRIVE</li> <li>• Can be conducted by any appraiser</li> </ul>
<b>End-of-Year Conference</b> <ul style="list-style-type: none"> <li>• End of Year conference to discuss goal setting (refinement/reinforcement from previous full observation)</li> <li>• End of Year conference to discuss SLO</li> <li>• Development of new goals and PD plan for the following year</li> </ul>	<ul style="list-style-type: none"> <li>• End of Year conference is due 15 days before last instructional day</li> <li>• Summative report is due to teacher no later than 10 days after the conference</li> </ul>

### T-TESS Waiver of Formal Appraisal

As permitted by state law and within the criteria established by Board policy DNA(LOCAL), I agree to be appraised on a less-than-annual basis.

I understand that I will be appraised at least once within each 2-year period in accordance with Board policy.

I understand that during any school year in which I am not scheduled for an appraisal under the **Teacher Evaluation and Support System (T-TESS)**, either my principal or I may require that an appraisal be conducted by providing written notice to the other party.

I understand that during my waiver process, I will continue to participate in Goal-Setting & Professional Development Plan, Walkthroughs, student growth goal, and end of year conference.

Campus: \_\_\_\_\_  
 Teacher's name (print): \_\_\_\_\_  
 Teacher's signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Principal's name (print): \_\_\_\_\_  
 Principal's signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

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#### Requirements for Cycle Waiver

In addition to meeting the eligibility requirements in state rules (including written consent), to be eligible for less-than-annual evaluations under the T-TESS, a teacher shall:

1. Be employed on an educator term contract;
2. Have served at the current campus for at least one year; and
3. Be assigned in his or her certification area.
4. Not be on a growth plan.
5. **Not be eligible for the Teacher Incentive Allotment**

Eligible teachers shall be formally appraised every two years.

During any school year when a complete appraisal is not scheduled for an eligible teacher, either the teacher or the principal may require that an appraisal be conducted by providing written notice to the other party.

A teacher's supervisor shall have the authority to return a teacher to the traditional appraisal cycle as a result of performance deficiencies documented in accordance with state rule.