ECISD APPRAISAL PERIOD TIMELINE
SCHOOL CALENDAR YEAR
2004-2005

First 12 Weeks		Second 12 Weeks	Third 12 Weeks	Last 15 Days of Instruction
NEW TEACHER PDAS ORIENTATION • Within 1st 3 weeks conducted by HR Dept. (by September 7) • Observations no earlier than 3 weeks after the orientation	FORMAL OBSERVATION • Minimum of 45 minutes or shorter segments • Written summary within 10 working days following observation • Advanced notice of time and date will be given • Follow district APPRAISAL CALENDAR • May have pre or post conference at request of Teacher or Appraiser		All formal observations should be completed by April 13 in order to comply with other deadlines.	
TEACHER SELF-REPORT I • No later than three weeks after orientation or the first day of instruction			TEACHER SELF-REPORT II & III • At least two weeks prior to Summative Conference	

WALK-THROUGH VISITS
- To be conducted at the discretion of the Appraiser
- Documentation shared with teacher within 10 days

ADDITIONAL TIMELINE ISSUES
Teacher Response
- Within 10 working days (Appraiser may extend to 15)
- May rebut or request 2nd appraisal in writing within 10 working days after receiving any documentation

SUMMATIVE ANNUAL REPORT
- 5 working days before conference unless waived in writing by teacher
- No later than 15 working days before last day of instruction
- Observation Summary
- Walk-through documentation
- Third party/Teacher documentation
- TSR I, II, III

No later than April 27 unless 5 day period is waived

SUMMATIVE CONFERENCE
- No later than 15 working days before last day of instruction
- May be waived in writing by Teacher, NOT APPRAISER.
- If the Appraiser is not an administrator on campus, a principal, assistant principal or another supervisory staff member designated as an administrator on campus will participate in the conference.

No later than May 4

*End-of-Year Reports for teachers on a PDAS waiver follow the same calendar guidelines.

8/11/04