

**ECISD APPRAISAL PERIOD TIMELINE**  
**SCHOOL CALENDAR YEAR**  
**2009-2010**

First 12 Weeks		Second 12 Weeks	Third 12 Weeks	Last 15 Days of Instruction
<div>NEW TEACHER PDAS ORIENTATION</div> <ul style="list-style-type: none"><li>Within 1<sup>st</sup> 3 weeks offered by PD (by September 11)</li><li>Observations no earlier than 3 weeks after the orientation</li></ul> <div>VETERAN TEACHERS</div> <ul style="list-style-type: none"><li>Waiver requests must be submitted within the 1<sup>st</sup> 3 weeks of school. (by September 11)</li></ul>	<div>FORMAL OBSERVATION</div> <ul style="list-style-type: none"><li>Minimum of 45 minutes or shorter segments</li><li>Written summary within 10 working days following observation</li><li>Advanced notice of time and date will be given</li><li>Follow district APPRAISAL CALENDAR</li><li>May have pre or post conference at request of Teacher or Appraiser</li></ul> <div>All formal observations should be completed by April 22 in order to comply with other deadlines.</div>			
<div>TEACHER SELF-REPORT I</div> <ul style="list-style-type: none"><li>No later than three weeks after orientation or the first day of instruction</li></ul>		<div>TEACHER SELF-REPORT II &amp; III</div> <ul style="list-style-type: none"><li>At least two weeks prior to Summative Conference</li></ul>		
<div>WALK-THROUGH VISITS</div> <ul style="list-style-type: none"><li>To be conducted at the discretion of the Appraiser</li><li>Documentation shared with teacher within 10 days</li></ul>				
<div>ADDITIONAL TIMELINE ISSUES</div> <div>Teacher Response</div> <ul style="list-style-type: none"><li>Within 10 working days (Appraiser may extend to 15)</li><li>May rebut or request 2<sup>nd</sup> appraisal in writing within 10 working days after receiving any documentation</li></ul>		<div>SUMMATIVE ANNUAL REPORT</div> <ul style="list-style-type: none"><li>5 working days before conference unless waived in writing by teacher</li><li>No later than 15 working days before last day of instruction</li><li>Observation Summary</li><li>Walk-through documentation</li><li>Third party/Teacher documentation</li><li>TSR I, II, III</li></ul> <div>No later than May 6 unless 5 day period is waived</div>		
		<div>SUMMATIVE CONFERENCE</div> <ul style="list-style-type: none"><li>No later than 15 working days before last day of instruction</li><li>May be waived in writing by Teacher, NOT APPRAISER.</li><li>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.</li></ul> <div>No later than May 6</div>		
<div>*End-of-Year Reports for teachers on a PDAS waiver follow the same calendar guidelines</div>				