

**COPPELL INDEPENDENT SCHOOL DISTRICT
APPRAISAL CALENDAR 2022-2023**

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 29, 2022 and formal observations may not occur after March 31, 2023, the day before and the day after a school holiday, days scheduled for state-mandated assessments, or other standardized tests.

August 17, 2022	First day of instruction
August 17 – September 23, 2022	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)
August 29, 2022	First day for formal observations begins, or two weeks after the day of completion of the T-TESS orientation
August 29, 2022 – March 31, 2023	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 all educators within 10 business days of the formal observation.
September 5, 2022	Holiday (No formal observations before or after a school holiday)
October 10, 2022	Holiday (No formal observations before or after a school holiday)
November 21-25, 2022	Holiday (No formal observations before or after a school holiday)
December 19, 2022 - January 2, 2023	Holiday (No formal observations before or after a school holiday)
January 16, 2023	Holiday (No formal observations before or after a school holiday)
March 13-17, 2023	Holiday (No formal observations before or after a school holiday)
March 31, 2023	Last day to conduct formal observations.
April 3 – April 28, 2023	Window for End of Year Conferences. Required for all educators 15 business days prior to the last day of instruction.
June 16, 2023	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 2022-2023 school year must be trained within 3 weeks of being hired

*For CISD Appraisal purposes, the last day of “instruction” is May 19, 2023