



T-TESS Appraisal Calendar

| Month | Action | Person(s) Responsible | Required Document |
|-------------------------|--|--|---|
| July 31, 2026 | T-TESS training for new staff at New Eagle Academy | Learner Services | T-TESS Training Manuals |
| August 3-10 | T-TESS training- Refresher for all returning staff | Campus Principals | T-TESS Training Manuals |
| August 11 - August 31 | *Teacher Self-Assessment and Goal Setting Plan Part 1 due in Eduphoria August 31 *Returning AISD Teachers may only need to make edits to goals established in their EOY prior to submitting. | Teacher | T-TESS Self-Assessment and Goal Setting Form in Eduphoria |
| August 11 - September 4 | *Goal Setting Conferences due September 4 | Campus Appraiser | Teacher goals must be approved prior to submission |
| September 8 | Pre-observation Conferences may begin | Appraiser schedules conference | T-TESS Observation Form |
| September 8 - March 24 | *Formal Observations Period *Post-observation conferences must be completed 10 days after a formal observation. | *Appraiser conducts observation and completes the form *Teacher and Appraiser sign form | T-TESS Observation Rubric (Domains 1-3) in Eduphoria |
| September - April | *Artifacts or evidence for Domain 4 should be collected throughout the year in preparation for EOY conferences that will be held in April. | Teacher | Teacher artifacts |
| March 24 - April 29 | *Artifacts and Evidence must be shared with the appraiser at least 10 days prior to the summative conference. *Complete the Teacher Self-Assessment & Goal Setting Part 2 and Professional Development Plan prior to the Summative Conference. | Teacher | Teacher Artifacts Teacher Self-Assessment & Goal Setting Form in Eduphoria |
| March 24 - April 29 | *Summative Conferences scheduled and held by the appraiser * A written summative report must be provided to the teacher within 10 working days after the conclusion of the summative conference, but no later than April 30, 2027 (15 working days prior to the last day of instruction). | *Appraiser schedules conferences and completes forms. *Teacher signs form | T-TESS Summative Form in Eduphoria |
| April 29, 2027 | Deadline for summative conferences completed in Eduphoria | Appraiser | T-TESS Summative Form |

- All teachers will receive T-TESS face-to-face training no later than the final day of the first three weeks of school and at least two weeks before the first observation.
- When developing the goal-setting plan, teachers must set two goals for the year. One of the goals must be a student learning objective. The other goal is a professional goal. Both goals must be approved by the assigned appraiser.
- New AISD and TIA eligible teachers must receive at least one 45-minute observation. This observation must be completed before the principal submits the contract renewal recommendation.
- Observations may not be conducted on days identified in policies DNA (Legal) and DNA (Local).
- T-TESS orientation for late hires will be provided by the campus principals as needed.



T-TESS Appraisal Calendar

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 the 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, 29-20): 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 |
|----------------|--|---|
| 27-28 29-30 | <p>Formal Appraisal for the teachers ID ending: 0, 1, 2, 3, or 4, and TIA eligible teachers</p> <p>Formal Appraisal includes:</p> <ul style="list-style-type: none"> • PreConf; Observation Cycle; PostConf • PD Plan in STRIVE; • Documented Walk-throughs (2 total; one in the fall and one in the spring) • Student Growth Measure - SLO • EOY Conf for Summative & SLO | <p>No formal appraisal for the teacher ID ending 5, 6, 7, 8, or 9, and not TIA eligible, but the process does include:</p> <ul style="list-style-type: none"> • PD Plan in STRIVE; • Documented Walk-throughs (3 total; at least one in fall and one in spring) (must include domains 2-3) • Student Growth Measure - SLO • Modified EOY Conf/Conversation for SLO |
| 26-27 28-29 | <p>No formal appraisal for the teacher ending 0, 1, 2, 3, or 4, and not TIA eligible, but the process does include:</p> <ul style="list-style-type: none"> • PD Plan in STRIVE; • Documented Walk-throughs (3 total; at least one in fall and one in spring) (must include domains 2-3) • Student Growth Measure - SLO • Modified EOY Conf/Conversation for SLO | <p>Formal Appraisal for the teacher ID ending: 5, 6, 7, 8, or 9, and TIA eligible teachers</p> <p>Formal Appraisal includes:</p> <ul style="list-style-type: none"> • PreConf; Observation Cycle; PostConf • PD Plan in STRIVE; • Documented Walk-throughs (2 total; one in the fall and one in the spring) • Student Growth Measure - SLO • EOY Conf for Summative & SLO |