



Texas Teacher Evaluation Support System (T-TESS) Appraisal Calendar 2021-2022

Month	Action	Person(s) Responsible	Required Document
August	<input type="checkbox"/> Initial Training for T-TESS (new teachers) <input type="checkbox"/> T-TESS Refresher Review (returning teachers)	<input type="checkbox"/> District and Campus Administration	<input type="checkbox"/> T-TESS Training Materials
September	<input type="checkbox"/> Teacher Self - Assessment and Goal Setting Plan Part 1 (September September 30, 2021) *Teachers NOT new to BISD who completed this at the EOY Conference may only need to make edits before submitting	<input type="checkbox"/> Teacher	<input type="checkbox"/> T-TESS Self-Assessment and Goal Setting form on Eduphoria
	<input type="checkbox"/> Pre-observation Conferences (September 30, 2021) <input type="checkbox"/> A pre-conference must be held prior to a formal observation	<input type="checkbox"/> Appraiser schedules conference	<input type="checkbox"/> No required form
	<input type="checkbox"/> Artifacts or evidence for Domain 4 should be collected throughout the year in preparation for end of year conferences that will be held in April and May (Ongoing)	<input type="checkbox"/> Teacher collects and compiles evidence	<input type="checkbox"/> Teacher artifacts
October-January	<input type="checkbox"/> Observations (45 min. minimum) will be conducted (Observation window (October 1 through February 25)) Post-observation conferences must be completed 10 days after a formal observation	<input type="checkbox"/> Appraiser conducts observation and completes form <input type="checkbox"/> Teacher signs form	<input type="checkbox"/> T-TESS Observation Rubric (Domains 1-3) on Eduphoria
March-April	<input type="checkbox"/> Artifacts and evidence must be shared with appraiser at least 10 days prior to the End of Year Summative Conference	<input type="checkbox"/> Teacher	<input type="checkbox"/> Upload artifacts on Eduphoria as attachments
	<input type="checkbox"/> Complete the Teacher Self - Assessment and Goal Setting Part 2 and Professional Development Plan prior to end of year conference	<input type="checkbox"/> Teacher	<input type="checkbox"/> Teacher Self-Assessment and Goal Setting Form on Eduphoria
	<input type="checkbox"/> End of Year Summative Conferences (no later than May 5, 2022)	<input type="checkbox"/> Appraiser schedules conference and completes form <input type="checkbox"/> Teacher signs form	<input type="checkbox"/> T-TESS Summative Form (Domains 1-4) on Eduphoria
April-May	<input type="checkbox"/> End of Year Summative Conferences (no later than May 5, 2022)	<input type="checkbox"/> Appraiser schedules conference and completes form <input type="checkbox"/> Teacher signs form	<input type="checkbox"/> T-TESS Summative Form (Domains 1-4) on Eduphoria