



PPfT Appraisal Timeline
Austin ISD School Calendar Year 2017-2018

PPfT Appraisal Requirements	Important Dates
<p align="center">PPfT Appraisal Orientation</p> <ul style="list-style-type: none"> Teachers must complete online training by September 5, 2017. Must occur within 1st 3 weeks Announced observations are not to begin earlier than 3 weeks after completion of orientation Individual Learning Plan must occur no later than three weeks after teacher training is made available 	<p>September 5, 2017- Online training must be complete</p> <p>September 11, 2017 - Individual Learning Plan due</p>
<p align="center">Classroom Visits</p> <p>Written feedback after all classroom visits is required- documentation must be shared with teacher within 10 working days A minimum of two separate classroom visits (one in fall, one in spring)</p>	<p>Fall: September 11- December 8, 2017</p> <p>Spring: January 8, 2018- April 27, 2018</p>
<p align="center">Announced Observations</p> <ul style="list-style-type: none"> Observations can begin on September 29, 2017 (Observations cannot begin sooner.) Two announced observations are required (one in fall, one in spring) Each observation will be conducted by a different appraiser Minimum of 30 minutes Completed summary in the HCP shared within 10 working days of observation Advanced notice is required Pre conference may occur at the request of Teacher or Appraiser A post conference is required for each announced observation within 10 working days from when the completed summary was shared. Teachers will have 5 additional working days after the conference to enter rebuttal in HCP. (Total of 15 working days) 	<p>Fall: September 29 – December 8, 2017</p> <p>Spring: January 8 – April 20, 2018</p> <p>September 29, 2017- Announced observations can begin</p> <p>April 20, 2018- Last day an announced observation can occur</p>
<p align="center">Professional Growth & Responsibilities</p> <ul style="list-style-type: none"> Appraisers will use the scoring rubric to assess teachers in five strands 	<p>April 13, 2018- Must be finalized in HCP</p> <p>March 29, 2018 - Share with teachers</p>
<p align="center">Student Learning Objectives (SLOs)</p> <ul style="list-style-type: none"> All teachers are required to write one SLO Assessment must be approved by appraiser SLO must be validated by appraiser SLO must address all students in identified course number or numbers of largest group of students the teacher instructs <p><i>* New Student enrollment cut-off date is October 20, 2017</i></p> <p><i>Please see SLO Timelines for additional details and dates.</i></p>	<p>October 27, 2017- Complete and submit SLO for validation in online database</p> <p>November 17, 2017- Appraiser validates SLO</p> <p>December 8, 2017- SLO revision requests from appraisers must be completed and resubmitted by teachers</p> <p>April 20, 2018 - Complete final SLO submission form</p> <p>April 27, 2018 - Appraisers verify SLOs</p>
<p align="center">Additional and Summative Information</p> <ul style="list-style-type: none"> Summative Conference may be waived by Teacher, NOT APPRAISER, if the appraiser agrees Summative Report will be available in the HCP by May 7, 2018 Teachers must sign off on the report in the HCP by May 25, 2018 	<p>May 7, 2018 – Summative report available and all pieces complete</p> <p>May 24, 2018 – Summative conferences complete</p> <p>May 25, 2018 – Summative report must be signed by teachers and appraisers</p>



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Prohibited Announced Observation Dates

**Announced Observations (30 minute minimum) may not be conducted on the following dates.*

1. Any date outside of the appraisal period.

2. The instructional day before or after an official school holiday, or the day immediately after Thanksgiving, Winter Holiday, and Spring Break:
 - October 6, 2017 day before student holiday
 - October 10, 2017 day after student holiday
 - November 17, 2017 day before Thanksgiving holidays
 - November 27, 2017 day after Thanksgiving holidays
 - December 19, 2017 day before student holiday and Winter Break
 - January 3, 2018 day after student holiday Winter Break and
 - January 12, 2018 day before Martin Luther King Day
 - January 16, 2018 day after Martin Luther King Day
 - February 16, 2018 day before student holiday
 - February 20, 2018 day after student holiday
 - March 9, 2018 day before Spring Break
 - March 19, 2018 day after Spring Break
 - March 29, 2018 day before student holiday
 - April 2, 2018 day after student holiday

3. Days when campuses are taking standardized tests. *(Please check the AISD testing calendar for these dates.)*

4. Days when students are taking end-of-semester exams.

** Classroom visits may occur at any time during a school year.*