Timeline
- The appraisal period for each teacher includes all of the days of a teacher’s contract.
- Observations during the appraisal period shall be conducted during the required days of instruction for students during one school year.

T-TESS Orientation Teachers who are new to the district, in their first year of appraisal under T-TESS, or when policy regarding appraisal has changed since the last time the teacher was provided with an orientation must complete the T-TESS Orientation no later than the final day of the first three weeks of instruction (September 5, 2018).

Goal Setting and Professional Development Plan
- For teachers who are new to the district or are in their first year of appraisal under T-TESS:
  - Goal Setting and Professional Development Plan Conference with appraiser must take place prior to submitting plan to appraiser;
  - Plan must be submitted to appraiser within the first six weeks from the date of completion of the T-TESS Orientation.
- For teachers who are not new to the district or who are not in their first year of appraisal under T-TESS:
  - Initially drafted in conjunction with the previous year’s End-of-Year Conference;
  - Revised as needed;
  - Submitted to appraiser within the first six weeks of instruction (September 26, 2018).
- Maintained by teacher throughout the school year.
- Submitted to appraiser prior to End-of-Year Conference.

Pre-Conference
- After a teacher’s first year of appraisal under T-TESS within the district, a pre-conference must be conducted with the appraiser prior to the observation.

Non-Observation Days Observations are excluded during the two weeks following the date of completion of the T-TESS Orientation in school years when an orientation is required.

Post-Conference Post-Conference must be conducted within 10 working days after the completion of an observation.

Written Summary A written summary of the observation is provided to the teacher within 10 working days.

End-of-Year Conference The End-of-Year Conference Period ends no later than 15 working days before the last day of instruction for students (May 9, 2019).

Summative Annual Report A copy of the Summative Annual Report must be provided to the teacher within 10 working days of the conclusion of the End-of-Year Conference, and at least 15 working days before the last day of instruction for students (May 9, 2019).

Important Dates
- **September 5, 2018**: Deadline for completion of T-TESS Orientation for teachers who require orientation and who were hired prior to the first day of instruction for students
- **September 26, 2018**: Deadline to submit initial Goal Setting and Professional Development Plan to appraiser
- **May 9, 2019**: Last day for all End-of-Year Conferences to be completed
- **May 9, 2019**: Last day for all Summative Annual Reports to be provided to teachers