| T-TESS Orientation | • Campus Refresher Orientation: Completed no later than the final day of the first three weeks of school.  
• Orientation required for teachers in first year of T-TESS or those new to the district “at least two weeks before the teacher’s first observation.” [§ 150.1003]  
• Late hires: Observations may not be conducted during the two weeks following the day of completion of T-TESS orientation. |
|---|---|
| Appraisal Period | • August 5, 2020 - May 27, 2021  
• The appraisal period for each teacher must include all of the days of a teacher’s contract [§ 150.1003] |
| T-TESS Goal Setting and Conferences | • Teacher Professional Goal/Student Learning Outcome submitted to appraiser for review by September 4, 2020.  
• Administrators to complete goal setting conference no later than September 25, 2020 with all teachers and professional staff.  
• Teachers are encouraged to submit goals early to allow time for revision. |
| Observation Window | • August 25, 2020 through April 16, 2021  
○ TPG/SLO must be completed and approved in PERFORM by administrator prior to a formal T-TESS observation.  
○ Appraisers must share observations with teachers within ten working days of the observation date. Teacher and appraiser must sign electronically.  
○ Post conferences may not be waived by the teacher or appraiser. |
| No formal observations may be conducted on the days listed. | September 4, 2020  
October 9, 2020  
November 20, 2020  
December 18, 2020  
January 15, 2021  
February 12, 2021  
March 5, 2021  
April 1, 2021 |
| Review and testing days | • No formal observations may be held on semester review days, exam days, or days scheduled for standardized tests. (DNA Local) |
| Summative Conferences | • Completed between March 29, 2021 - May 5, 2021  
• Summative conferences may not be waived by the teacher or administrator.  
• Teacher and appraiser must sign electronically. |

Revised May 2020