

Galena Park Independent School District

T-TESS Appraisal Calendar

2016-2017

Teacher Orientation (within 1 st 3 weeks of school)	August 12-19, 2016
Goal Setting and Professional Development Plan (within 6 weeks of orientation)	Before September 30, 2016
Goal / Professional Development Plan Reviews	October 3, 2016 - April 21, 2017
Informal/Formal Observation Window	September 12, 2016 – May 26, 2017 <i>*Observation post conference/written report within 10 days</i> <i>*Teacher self-reflection within 3 days of formal observation</i>
2nd Appraiser Request	Within 10 days of receiving: <i>*Written observation report (Domains 1-3)</i> <i>*Written summary report (Domain 4)</i> <i>Submit request in Eduphoria: Formspace / HRS forms</i>
Goal / Professional Development Plan Evidence	Domain 4 evidence submitted by April 13, 2017
End-of-Year Conference & Summary Appraisal (15 days before the last day of instruction)	April 18 – May 5, 2017 <i>*Written summary report within 10 days of conference</i> Summary Appraisal Report signatures by May 5, 2017
Option to Waive	<i>Requests to “waive formal appraisal for 2017-2018” submitted in Eduphoria: Formspace / HRS forms by May 19, 2017</i>