



# College Station Independent School District

*Success...each life...each day...each hour*

## 2017-2018 T-TESS GOAL SETTING AND EVALUATION CALENDAR

Monday, Aug. 28 – Friday Sept. 29 (1 <sup>st</sup> Three Weeks of the School Year)	No formal observations – Goals uploaded in PERFORM
Tuesday, November 21, 2017	No formal observations
Friday, December 22, 2017	No formal observations
Friday, March 9, 2018	No formal observations
Monday, April 25, 2018	All formal observations must be complete
Thursday, May 9, 2018	All Summative Conferences Completed
Friday, June 8, 2018	All Evaluations uploaded in PERFORM

*Note:* The district will allow more dates for formal observations due to the need to schedule pre- and post-conferences throughout the T-TESS evaluation system.

Walkthroughs can be performed at any time based on the administrator's discretion

### Timeline

- Goal setting conferences must take place *within* the first 3 weeks of the school year
- All formal 45 minute observations must be scheduled at least **10 working days** prior to the observation
- A pre-conference must be conducted *within* 5 working days of a scheduled, formal observation
- After the formal observation, a post-conference must take place *within* 10 working days.
- End-of-Year Goals conferences must be held at least 15 working days prior to the last day of instruction (Wednesday, April 25).
- Reminder – a written summative annual appraisal report shall be shared with the teacher within 10 working days following the conclusion of the end-of-the-year goals conference but no later than 15 working days before the last day of instruction.