



# College Station Independent School District

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

2019-2020

## T-TESS GOAL SETTING AND EVALUATION CALENDAR

Thursday, August 15 – Thursday, September 5 1 <sup>st</sup> Three Weeks of School Year	No formal Evaluations Goals uploaded in PERFORM
Friday, November 22, 2019	No formal observations
Thursday, December 19, 2019	No formal observations
Friday, March 6, 2020	No formal observations
Tuesday, April 14, 2020	All formal observations must be complete
Thursday, May 7, 2020	All summative conferences completed
Friday, June 5, 2020	All evaluations uploaded into PERFORM

The district will allow more dates for formal observations due to the need to schedule pre and post conference 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 goal conferences must be held at least 15 working days prior to the last day of instruction (date)
- Reminder – a written summative annual appraisal report shall be shared with the teacher within 10 working days following the conclusion of the end-of-year goals conference but no later than 15 working days before the last day of instruction (date)