| **T-TESS Orientation** | Completed during Campus Professional Development days prior to the start of the 2018-19 school year.  
*Late Hires:* Orientation must occur at least two weeks before the teacher’s first observation.  
*The Human Resources Department will offer additional Orientation trainings for new hires on:*  
- October 3  
- January 16  
  4:00 to 6:00 p.m. at the VISD Conference Center  
*Campus Administrators complete additional T-TESS orientations as needed.* |
| **Goal Setting And SLO Planning** | Professional Goals, SLO Skill Statements, and SLO Beginning-of-Year and End-of-Year rubrics will be submitted to the campus administrator by September 14, 2018.  
*Teachers new to T-TESS must have a Goal Setting and Professional Development Plan conference prior to submission of their plan to their appraiser.*  
Appraiser and teacher will meet to review goal(s) by September 28, 2018. |
| **Formal Observations** | **Student Learning Objectives**  
- September 10, 2018 through April 5, 2019.  
  Each teacher will receive a formal observation during the Fall semester.  
  A pre-conference will be held no more than 10 days prior to any formal observation.  
  A post-conference will be held within 10 school days following a formal observation  
- SLO Progress Check #1 between October 19, 2018 and November 2, 2018  
- SLO Progress Check #2 will occur during Mid-Year Conference between January 3, 2019 and January 18, 2019  
- SLO End-of-Year Progress Check will occur during End-of-Year Conference, no later than April 18, 2019 |
| No formal observations may be conducted on the days listed. | November 16, 2018  
December 19, 2018  
January 18, 2019 |
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<tr>
<td><strong>Testing days</strong></td>
<td>No formal observations may be held on days scheduled for STAAR, EOC, or other standardized tests.</td>
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| **End-of-Year Conferences** | Completed by April 18, 2019.  
This meeting will include the SLO End-of-Year progress conference  
Last date to give a Summative Annual Report to Teacher is May 3, 2019. |
| **All Appraisals** | Due to Human Resources Office by June 6, 2019.  
A hard copy of the Summative Report for each teacher will be printed, alphabetized, and sent to the HR office. |