

Highland Park ISD

SDAS TEACHER APPRAISAL CALENDAR

2019-2020

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| SDAS Orientation | Prior to August 14, 2019 |
| Appraisal Year | Wednesday, August 14, 2019 through Saturday, May 30, 2019 |
| Form SDAS cohorts, formulate Focus Question, analyze assessment data, draft Action Plan | August – September 2019 |
| Checkpoint #1: Review Focus Question, Action Plan and progress with Checkpoint Group; discuss professional development activities related to Focus Question; Review baseline data and pre-assessments | October – November 2019 |
| Checkpoint #2: Review Focus Question, Action Plan and progress with Checkpoint Group; discuss professional development activities related to Focus Question; review data | December 2019 – January 2020 |
| Checkpoint #3: Review Focus Question, Action Plan and progress with Appraiser; discuss professional development activities related to Focus Question; review data | February – March 2020 |
| Checkpoint #4: Share results of Focus Question, professional learning experiences and data; complete educator section of Annual Summary of Professional Performance Form | March - May 2020 |
| Summative Conferences with Appraiser | Completed by May 1, 2020 May be waived in writing by TEACHER, not Appraiser |

A teacher may request a **second appraisal** by another certified appraiser at both of the following times: after receiving a written observation summary with which the teacher disagrees; and/or after receiving a written summative annual appraisal report with which the teacher disagrees. The second appraisal must be requested within ten working days of receiving a written observation summary or a written summative annual appraisal report. At the discretion of the appraiser, the time period may be extended to 15 working days.