

# APPRAISAL PERIOD TIMELINE SCHOOL CALENDAR YEAR



First 12 Weeks	Second 12 Weeks	Third 12 Weeks	Last 15 Days of INST.
<b>Teacher Orientation</b> <ul style="list-style-type: none"> <li>• Within 1<sup>st</sup> 3 weeks</li> <li>• Observations no earlier than 3 weeks after this orientation</li> </ul>			
<b>Teacher Self Report, Part I</b> <ul style="list-style-type: none"> <li>• No later than three weeks after orientation</li> </ul>	<b>Teacher Self Report II &amp; III</b> At least two weeks prior to Summative Conference		
	<b>Formal Observation</b> <ul style="list-style-type: none"> <li>• Minimum of 45 minutes or shorter segments</li> <li>• Written summary within 10 working days</li> <li>• Advanced notice may be given/NOT REQUIRED.</li> <li>• Follow district APPRAISAL CALENDAR</li> <li>• May have pre- or post-conference at request of Teacher or Appraiser.</li> </ul>		
<b>WALKTHROUGH VISITS</b> <ul style="list-style-type: none"> <li>• To be used at the discretion of the appraiser</li> <li>• Documentation shared with teacher within 10 days</li> </ul>			
<div style="border: 1px solid black; padding: 5px;"> <b>ADDITIONAL TIMELINE ISSUES</b>                      Teacher Response                     <ul style="list-style-type: none"> <li>• Within 10 working days (Appraiser may extend to 15)</li> <li>• May rebut in writing or request 2<sup>nd</sup> appraisal within 10 working days after receiving the OSF or Summative Annual Appraisal Report</li> </ul> </div>	<div style="border: 1px solid black; padding: 5px;"> <b>SUMMATIVE ANNUAL REPORT</b> <ul style="list-style-type: none"> <li>• 5 working days before conference</li> <li>• No later than 15 working days before last day of instruction</li> <li>• Observation Summary</li> <li>• Walkthrough documentation</li> <li>• Third party/Teacher documentation</li> <li>• Completed TSR</li> </ul> </div>		
	<div style="border: 1px solid black; padding: 5px;"> <b>SUMMATIVE CONFERENCE</b> <ul style="list-style-type: none"> <li>• No later than 15 working days before last day of instruction</li> <li>• May be waived in writing by Teacher, NOT APPRAISER</li> <li>• If Appraiser is not administrator on campus, principal/asst. or designated supervisory staff will participate.</li> </ul> </div>		