

PINE TREE ISD

T-TESS Calendar

2026-2027

All teachers will be appraised at least every three years using T-TESS in accordance to Pine Tree ISD Board Policy DNA(LOCAL)	
APPRAISAL ACTIVITIES	DATE
T-TESS Calendar Adopted by PTISD Board of Trustees	August 10, 2026
T-TESS TRAINING (Mandatory)	TRAINING DATE
Initial T-TESS Training for New Teachers who attend new teacher orientation.	August 7, 2026
Initial T-TESS Training for New Teachers Hired after August 7, 2026 T-TESS Training will be conducted by the Curriculum & Instruction Department. Contact Dr. Lisa Mullins	Teachers hired after August 7, 2026 must receive T-TESS training within three weeks from hire date. Notify Dr. Mullins of any new hires.
T-TESS Refresher Training for Returning Teachers Online training materials will be provided to the campus principal by the Curriculum & Instruction Department via Responsive Learning. Teacher's designated as receiving appraisals every five years are still required to complete the online refresher annually.	August 11 - 18, 2026 Designated On-Campus Training Date for one hour online Refresher. A report will be shared with campus administrators the week of August 17 to determine staff completion.
Walk Throughs	As early as August 30, 2026 informal T-TESS Walkthroughs can begin immediately upon completion of T-TESS Orientation or Refresher.
Goal-Setting and Professional Development Plan	DUE DATE
The Teacher self-assessment, goal setting, and professional development process are all interwoven and applied throughout the school year to positively impact each teacher's professional practices and ultimately increase student performance.	
Goal-Setting and Professional Development	

<p>Plan (PDP), Student Learning Objectives (SLO)</p> <p>A teacher who is new to the District or who is in the first year of the appraisal process will formulate targeted goals and a professional development plan no later than the first six weeks from the date of the teacher's T-TESS orientation. The appraiser shall then schedule an in person goal-setting conference with his/her appraiser prior to the final submission in DMAC.</p> <p>Returning teachers must also complete their Goals, Professional Development Plan, and SLO no later than the first six weeks from the first day of school. Late hires should submit their Goal Setting, Professional Development Plan, and SLO no later than six weeks from the date of the teacher's completion of T-TESS orientation or refresher.</p>	<p>No later than September 21, 2026 for returning teachers</p> <p>No later than September 30, 2026 for teachers new to the district or who are in their first year</p>
<p>Implementation of Goals</p> <p>Each teacher will regularly monitor progress toward his or her goals. If the teacher feels the goal needs to be modified, the teacher should make an appointment with his or her appraiser to discuss individual progress toward his or her goals and/or obtain additional support. Discussion of progress of goals met or not met will be discussed during the end of the year summative conference for all teachers.</p>	<p>On Going</p>
OBSERVATION PRE-CONFERENCE AND OBSERVATION	
<p>The pre-conference will provide the teacher an opportunity to demonstrate his or her knowledge and skills for the planning domain and its correlating dimensions. The conference is primarily focused on the upcoming observation and what the teacher has planned to ensure that the instruction objective(s) are met. Teachers designated as receiving appraisals every five years will receive walk-through observations, but not formal T-TESS observations as listed below.</p>	
<p>Observation Pre-Conference</p>	<p>No later than three calendar days (not instructional days) prior to the ten day observation window.</p>
<p>Formal Observation Announcement Window</p> <p>NOTE: A formal observation cannot be completed</p>	<p>Formal observations can be announced or unannounced.</p>

prior to the 14th day following a teacher's T-TESS orientation.	Announced observations require a pre-conference to discuss planning.
45 Minute Observation for Late Hire Teachers	A formal observation cannot be completed prior to the 14th day following a teacher's T-TESS orientation or refresher.
45 Minute Observation	No later than Thursday, March 4, 2027
Observation Post Conference	<p>Shall be conducted within 10 working days after the completion of the 45 minute observation.</p> <p>TEA recommends a short feedback conversation within 48 hours of the formal observation.</p>
Written Observation Report	Provide the written observation report at the conclusion of the post conference. Teacher and Appraiser sign the observation document in DMAC.
REQUEST FOR SECOND APPRAISAL BY TEACHER	DEADLINE
<p>Teacher Request for Second Appraisal</p> <p>Dr. Mullins is the second appraiser.</p>	<p>Refer to Board Policy DNA(LEGAL)</p> <p>The teacher must request a second appraisal in writing to the Assistant Superintendent, Educational Quality within 10 working days of receiving a written observation summary, a written summative annual appraisal report, or any other written documentation associated with the teacher's.</p> <p>Advance notice of the second appraisal is not required.</p>
WRITTEN SUMMATIVE AND END OF YEAR CONFERENCE	DUE DATE
<p>Written Summative Annual Appraisal Report, including Returning Teachers not Designated as Receiving Appraisals Every Five Years</p> <p><u>Information for Summative for Every Five Year Appraisals</u></p>	The written summative annual appraisal report shall be shared with the teacher within 10 working days following the conclusion of the end of year conference, but no later than 15 working days before the last day of instruction.

An end of year summative conference shall be held no later than 15 working days before the last day of instruction for students.	Wednesday, May 5, 2027
TEACHER RESPONSE AND APPEALS	DEADLINE
Teacher Response/Rebuttal (optional)	Within 10 working days of receiving a written observation summary, a written summative annual appraisal report, or any other written documentation associated with the teacher's appraisal.
BLACK OUT DATES	
Formal observations may not be conducted on the following days:	
Early Release Days	
Instructional Day Before Any School Holiday (Including Thanksgiving Break, Christmas Break and Spring Break)	
Bad Weather Make-up Days	
Any days scheduled for end of semester or end of year/course examinations	
Last day of instruction prior to the administration of standardized tests	
During Administration of standardized tests	
19 TAC Chapter 150. Commissioner's Rules Concerning Educator Appraisal	