

APPRAISAL PERIOD TIMELINE

SCHOOL CALENDAR YEAR



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