

# APPRAISAL PERIOD TIMELINE SCHOOL CALENDAR YEAR



First 12 Weeks	Second 12 Weeks	Third 12 Weeks	Last 15 Days of INST.
<p><b>Teacher Orientation</b></p> <ul style="list-style-type: none"> <li>• Within 1<sup>st</sup> 3 weeks</li> <li>• Observations no earlier than 3 weeks after</li> </ul>			
<p><b>Teacher Self-Report-1</b></p> <ul style="list-style-type: none"> <li>• No later than three weeks after orientation</li> </ul>	<p><b>Teacher Self-Report II &amp; III</b></p> <p>At least two weeks prior to Summative Conference</p>		
<p><b>Formal Observation</b></p> <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>			
<p><b>WALK-THROUGH VISITS</b></p> <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>			
<p><b>ADDITIONAL TIME LINE ISSUES</b></p> <p>Teacher Response</p> <ul style="list-style-type: none"> <li>• Within 10 working days (Appraiser may extend to 15)</li> <li>• May rebut or request 2<sup>nd</sup> appraisal within 10 working days after receiving any documentation</li> </ul>		<p><b>SUMMATIVE ANNUAL REPORT</b></p> <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>• Walk-through documentation</li> <li>• Third party/Teacher documentation</li> <li>• TSR I, II, III</li> </ul>	
		<p><b>SUMMATIVE CONFERENCE</b></p> <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>	