



2025-26 T-TESS Appraisal Calendar

Date(s)	Evaluation Activities
7/30/25 & 7/31/25 Ongoing NEO	T-TESS Orientation - For any new teacher to the district or profession and for teachers never previously appraised under T-TESS. - Must be completed by the final day of the first 3 weeks of school and at least 2 weeks before the first observation. For late hires, orientation must be completed no later than 2 weeks prior to the first observation and within 3 weeks from the hire date. In Hutto ISD, T-TESS Orientation is part of New Employee Orientation (NEO).
9/2/25	T-TESS Annual Refresher for all Returning Teachers Must be completed by the final day of the first 3 weeks of school and at least 2 weeks before the first observation.
9/15/25	T-TESS Waiver (if applicable) Due Date - Teachers must meet certain criteria to have a T-TESS waiver. - Teachers who wish to be eligible for TIA consideration are ineligible for a TTESS Waiver. - Teachers in eligible teaching roles in the first year of TIA data collection for that particular role are ineligible for a waiver. - Directions on the waiver will go out to those eligible by 9/5 with specific considerations for TIA eligibility and data collection impacts.
9/10/25	Teacher Goal Setting and Professional Development (GSPD) Plan for New to District/Profession Teachers For teachers new to the district/profession and for teachers who have never been appraised under T-TESS: - GSPD plan conference is required with their appraiser prior to submitting the plan. - Teacher must be guided through the GSPD and student growth measure process. - Plan must be submitted in Eduphoria within 6 weeks of orientation. Student Learning Objectives (SLOs) are also due at this time. Late hires: GSPD Plan with SLOs are due within 6 weeks of NEO.
9/23/25	Goal Setting and Professional Development (GSPD) Plan for Returning Teachers Returning teachers review goal(s) established at the EOY conference and submit changes in Eduphoria within 6 weeks from the first day of school. Student Learning Objectives (SLOs) are also due at this time.



Within 10 school days of the announced observation	Teacher PreConference for Announced Observation
9/16/25 or 2 weeks after NEO for late hires	T-TESS Formal Observation Can Begin
Within 10 school days of the formal T-TESS Observation	Teacher PostConference for Announced Observation
Written summary provided within 10 school days if the data will impact appraisal ratings.	Additional T-TESS Observations and Walkthrough Observations
Submit at least two weeks before EOY Conference	Teacher Part II Goal Reflection
Prior to April 30th	End-of-Year Conference and Goal Setting for the Following Year *An EOY conference must be held no later than 15 working days before the last day of instruction *The written summative appraisal is due no later than April 30th. Appraisers should schedule the EOY conferences well in advance of April 30th in order to meet this deadline.
Within 10 school days following EOY conference. No Later Than April 30th	Written Summative Annual Appraisal *The written summative annual appraisal document (teacher evaluation) shall be shared with the teacher within 10 working days following the conclusion of the EOY conference but no later than 15 working days before the last day of instruction (prior to April 30, 2026).

**Late hires hired after Spring Break will not complete the T-TESS process. Those hired before Spring Break will complete the T-TESS process.

**All T-TESS processes (except EOY GSPD Reflection and Summative) must be complete before contracts are taken to the school board.

**All T-TESS rules may be found under [TAC Chapter 150. Commissioner's rules concerning educator appraisal Subchapter AA. Teacher Appraisal](#), HISD Policy [DNA Legal](#) & [DNA Local](#), [Admin Regulations](#), and [Teach for Texas](#).

**For second appraiser requests, the following guidelines must be followed:

- [Request for Second Appraiser Flow Chart](#)
- [T-TESS Form A](#)
- [T-TESS Form B](#)