

# APPRAISAL PERIOD TIMELINE

## SCHOOL CALENDAR YEAR 09-10

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 1st 3 weeks</li> <li>• Observations no earlier than 3 weeks after this orientation: <b>Sept. 9</b></li> </ul>			
<b>Teacher Self Report, Part I</b> No later than three weeks after orientation: <b>Sept. 9</b>	<ul style="list-style-type: none"> <li>• <b>Teacher Self Report II &amp; III</b>                At least two weeks prior to Summative Conference: <b>April 16</b></li> </ul>		
	<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>Appraisers:</b> <b>Lisa Lyles</b> <b>Robin McWhorter</b> <b>Conrad Streeter</b> <b>Scott Gibson</b> <b>Christy Keck</b> <b>Carol Merka</b> <b>Jeff Butts</b> <b>Chris Daniel</b> <b>Telena Wright</b>

**WALKTHROUGH VISITS**

- To be used at the discretion of the appraiser
- Documentation shared with teacher within 10 days

<b>ADDITIONAL TIMELINE ISSUES</b> <b>Teacher Response</b> <ul style="list-style-type: none"> <li>• Within 10 working days (Appraiser may extend to 15)</li> <li>• May rebut in writing or request 2nd appraisal within 10 working days after receiving the OSF or Summative Annual Appraisal Report</li> </ul>	<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: <b>May 12</b></li> <li>• Observation Summary</li> <li>• Walkthrough documentation</li> <li>• Third party/Teacher documentation</li> <li>• Completed TSR</li> </ul>
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**SUMMATIVE CONFERENCE**

- No later than 15 working days before last day of instruction: **May 12**
- May be waived in writing by Teacher, NOT APPRAISER
- If Appraiser is not administrator on campus, principal/asst. or designated supervisory staff will participate.