



PPfT Appraisal Timeline
Austin ISD School Calendar Year 2019-2020

PPfT Appraisal Requirements	Important Dates
<p style="text-align: center;">PPfT Appraisal Orientation</p> <ul style="list-style-type: none"> Teachers must complete online training by August 30, 2019. Must occur within 1st 3 weeks Announced observations are not to begin earlier than 2 weeks after completion of orientation Individual Learning Plan must occur no later than three weeks after teacher training is made available 	<p>August 30, 2019- Online training must be complete</p> <p>August 30, 2019- Individual Learning Plan due</p>
<p style="text-align: center;">Classroom Visits</p> <ul style="list-style-type: none"> Classroom Visits are optional. 	<p>Recommended Window:</p> <p>Fall: September 9- December 13, 2019</p> <p>Spring: January 8 - April 24, 2020</p>
<p style="text-align: center;">Announced Observations</p> <ul style="list-style-type: none"> Observations begin September 16, 2019 (Observations cannot begin sooner) Two announced observations are required (one in fall, one in spring) Each observation will be conducted by a different appraiser Minimum of 30 minutes Completed summary in the HCP shared within 10 working days of observation Advanced notice is required Pre conference may occur at the request of Teacher or Appraiser A post conference is required for each announced observation within 10 working days from when the completed summary was shared. Teachers will have 5 additional working days after the conference to enter rebuttal in HCP. (Total of 15 working days) 	<p>Fall: September 16– December 5, 2019</p> <p>Spring: January 8 – April 17, 2020</p> <p>September 16, 2019- Announced observations can begin</p> <p>April 17, 2020- Last day an announced observation can occur</p>
<p style="text-align: center;">Professional Growth & Responsibilities</p> <ul style="list-style-type: none"> Appraisers will use the scoring rubric to assess teachers in five strands 	<p>April 10, 2020- Must be finalized in HCP</p> <p>March 30, 2020 - Share with teachers</p>
<p style="text-align: center;">Student Learning Objectives (SLOs)</p> <ul style="list-style-type: none"> All teachers are required to submit one SLO Created assessments must be approved by appraiser SLO must be validated by appraiser SLO must address all students in identified course number or numbers of largest group of students the teacher instructs All pre- and post-Assessments <u>must</u> be administered in the testing windows <p><i>* New Student enrollment cut-off date is October 18, 2019</i></p> <p><i>Please see SLO Timelines for additional details.</i></p> <p>All testing must occur in the appropriate testing window- August 26-October 25- Pre-Assessment Window March 9 - April 17- Post-Assessment Window (year-long SLOs)</p>	<p>August 26 - October 25- Pre-Assessment Window (yearlong SLO)</p> <p>October 25- Complete and submit yearlong SLO for validation in online database</p> <p>November 15- Appraiser validates yearlong SLO</p> <p>December 6- SLO revision requests from appraisers must be completed and resubmitted by teachers</p> <p>March 9-April 17- Post-Assessment Window (yearlong SLO)</p> <p>April 17- Complete final yearlong SLO submission form</p> <p>April 24- Appraisers verify SLOs</p> <p><i>Please see SLO timelines for additional dates, as well as semester SLO timelines.</i></p>
<p style="text-align: center;">Additional and Summative Information</p> <ul style="list-style-type: none"> Summative Conference may be waived by Teacher, NOT APPRAISER, if the appraiser agrees Summative Report will be available in the HCP by May 8, 2020 Teachers must sign off on the report in the HCP by May 29, 2020 Teachers hired after November 11, 2019 will not have a fall observation Teachers hired after January 17, 2020 will not have an appraisal 	<p>May 8, 2020 – Summative report available and all pieces complete</p> <p>May 22, 2020 – Summative conferences complete</p> <p>May 29, 2020 – Summative report must be signed by teachers and appraisers</p>



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Prohibited Announced Observation Dates

**Announced Observations (30 minute minimum) may not be conducted on the following dates.*

1. Any date outside of the appraisal period.
2. The instructional day before or after an official school holiday, or the day immediately after Thanksgiving, Winter Holiday, and Spring Break:
 - October 11, 2019 day before student holiday
 - October 15, 2019 day after student holiday
 - November 22, 2019 day before Thanksgiving holiday
 - December 2, 2019 day after Thanksgiving holiday
 - December 19, 2019 day before student holiday and Winter Break
 - January 7, 2020 day after student holiday and Winter Break
 - January 17, 2020 day before Martin Luther King Day
 - January 21, 2020 day after Martin Luther King Day
 - February 14, 2020 day before student holiday
 - February 18, 2020 day after student holiday
 - March 13, 2020 day before Spring Break
 - March 23, 2020 day after Spring Break
 - April 9, 2020 day before student holiday
 - April 13, 2020 day after student holiday
3. Days when campuses are taking standardized tests. *(Please check the AISD testing calendar for these dates.)*
4. Days when students are taking end-of-semester exams.

** Classroom visits may occur at any time during a school year.*