

**SAN ANTONIO INDEPENDENT SCHOOL DISTRICT  
2015-2016 TEACHER APPRAISAL CALENDAR**

*Appraisal Period: September 14, 2015 – April 19, 2016 (121 days)*

**FORMAL OBSERVATIONS MAY NOT BE CONDUCTED ON THE FOLLOWING DATES:**

<u><b>DATES</b></u>	<u><b>REASON</b></u>
August 24 – September 11, 2015	Beginning of school year (no formal observations conducted)
October 23, 2015	End of 1 <sup>st</sup> grading period
November 20, 2015	Precedes holiday
November 30, 2015	Return from extended holiday
December 18, 2015	Precedes holiday
January 4, 2016	Return from extended holiday
January 14, 2016	End of 2 <sup>nd</sup> grading period/Precedes student holiday & holiday
January 19, 2016	Return from student holiday & holiday
February 12, 2016	Precedes holiday
February 16, 2016	Return from holiday
March 11, 2016	Precedes holiday
March 21, 2016	Return from extended holiday
March 24, 2016	End of 3 <sup>rd</sup> grading period/Precedes holiday
March 28, 2016	Return from holiday
April 21, 2016	Precedes holiday ( <b>applies to second appraisal only</b> )
April 25, 2016	Return from holiday ( <b>applies to second appraisal only</b> )

**If additional days are identified for exclusion purposes by the local Board of Trustees, the information will be disseminated to all District appraisers.**

**OTHER SIGNIFICANT DATES**

October 5, 2015	Deadline for pre-conferences with teachers
September 14, 2015	Appraisal period begins
April 19, 2016	Appraisal period ends
April 26, 2016	Deadline for teachers to request a second appraisal in accordance with Rule, unless request is based on results of summative appraisal
May 3, 2016	Last day to conduct second appraisals unless request is based on results of summative appraisal
May 10, 2016	Summative conference deadline

- NOTE:**
- (1) The appraisal period (September 14, 2015 – April 19, 2016) applies to Domains I – IV and part of Domain V (classroom-centered criteria). Domains VI – VIII and part of Domain V should be scored at the end of the school year.
  - (2) Appraisers must refrain from conducting formal observations on dates that teachers are directly involved in District and/or State test administration.
  - (3) Appraisers are encouraged to refrain from conducting observations when schedules for the campus or teachers are significantly altered due to district-wide testing.
  - (4) Formal observations shall be scheduled by date and time. Notification for all formal observations must be provided at least 24 hours in advance of the observation. Appraisers are expected to notify teachers in advance or as soon as practicable if the appraiser is unable to complete a formal observation as scheduled.
  - (5) Second appraisals will be conducted by campus personnel except on campuses that have only one administrator. In the case of the latter, a copy of the Request for Second Appraisal Form will be forwarded by the principal to Human Resources so that a second appraiser can be selected and assigned.
  - (6) Refer to Appraisal Timeline for additional information.

**NOTE TO PRINCIPALS:** All teachers require an annual appraisal. Teachers on the Standard Appraisal Process (SAP) **require** a formal 45 minute classroom observation as stipulated by the appropriate teacher appraisal process. Teachers on the Alternate Appraisal Process (AAP) **do not** require a formal 45 minute classroom observation. If for some reason (e.g. teacher hired after January 19, 2016, or teacher is on a Leave of Absence, etc.), a formal observation was not completed for a teacher in accordance with the timelines established in the Teacher Appraisal Calendar, contact Human Resources.

**Board Approved: 7/20/15**