

DIBOLL INDEPENDENT SCHOOL DISTRICT
T-TESS SECOND APPRAISAL POLICY AND GUIDELINES

Teacher will complete the T-TESS Second Appraisal Request form within the timeframe listed above (DNA LEGAL) and submit the form to the campus principal.

Upon the teacher's request for a second appraiser (DNA LEGAL), the superintendent or designee shall select a second appraiser from [the board approved list of trained appraisers](#). All second appraisals will be performed by T-TESS certified administrative personnel not assigned to the requesting teacher's campus.

Observations for second appraisals shall be conducted within a two week window determined by the appraiser.

A written report and post conference must be included.

The superintendent or designee will combine the scores of the first appraiser (50%) and the second appraiser (50%) to determine the rating for a final summative appraisal.

DIBOLL INDEPENDENT SCHOOL DISTRICT
T-TESS: REQUEST FOR SECOND APPRAISAL

Please make a copy for your files. Submit completed form to the campus principal.

Teacher's First and Last Name:

Campus

Teaching Assignment

Date of Summary Conference with T-TESS "First Appraiser"

Signatures Required:

Requesting Teacher Signature

T-TESS "First Appraiser"

Principal (if different from "First Appraiser")

TO BE COMPLETED AT BY CAMPUS PRINCIPAL

Date Received by Principal:

Date Given to Central Office (Assistant Superintendent for Curriculum and Instruction):

TO BE COMPLETED AT CENTRAL OFFICE

Date Received by Central Office:

Name of Assigned "Second Appraiser"

Dates for 2nd Appraiser observation two-week window

Date 2nd Appraiser observation two-week window notification given to Teacher

Date of 2nd Appraiser written report and post conference with Teacher

Date final rating notification given to Teacher, Appraiser, Campus Principal
