

T-TESS Documentation Recommendations

Documentation	Appraiser Documentation	Teacher Documentation
Orientations	Sign-In Sheets Training Materials	
Goal Setting and Professional Development Plan	Goal Setting and Professional Development Plan maintained by appraiser. Evidence of Formative Reviews	Data analysis maintained by teacher Copy provided to teacher Teacher maintains notes on activities undertaken to reach goals (shared with appraiser prior to EOY conference)
Pre-Conference	Pre-Conference Notes	
Observation	Scripted Notes (maintained per local expectations) Categorization Sheets (Evidence and Ratings) Observation Report (Dimension Ratings with Reinforcement/Refinement areas and objectives)	Copy provided to teacher
Post-Conference	Post-Conference Notes	
Teacher Self-Reflection	Self-Reflection Form maintained with Observation Record (if Teacher Self-Reflection is required)	

Documentation	Appraiser Documentation	Teacher Documentation
Informal Observations	<p>Scripted Notes (maintained per local expectations)</p> <p>Evidence and Ratings, if used as part of final score</p>	
Domain 4	Ongoing evidence collected throughout the year	Ongoing evidence collected throughout the year
End-of-Year Conference	<p>Individual Summary Report</p> <p><i>Final Goal Setting and Professional Development Plan</i> with Part II Complete, including signatures</p>	<p>Copy provided to teacher</p> <p>Copy provided to teacher</p>