

Texas SLO – End-of-Year (EOY) / Summative Conference Checklist

This checklist ensures that teachers and appraisers are prepared, aligned, and consistent when reviewing Student Learning Objective (SLO) outcomes under the redesigned Texas SLO process.

1. Prior to the Meeting – Teacher Preparation

- Completed SLO Check-In Tracker (all five check-ins with ratings and comments).
- Selected student work samples from the Body of Evidence (BOE) that support the final Targeted Skill Profile (TSP) rating.
- Documentation of progress meetings with colleagues and/or evidence of instructional adjustments based on check-in data.

2. Before the Conference – Appraiser Preparation

- Review all submitted materials.
- Request additional student work samples if needed.

3. During the Conference

- Teacher walks the appraiser through end-of-year skill level decisions and how evidence informed those decisions.
- Teacher shares reflections on the SLO process (see reflection questions above).
- Appraiser discusses observations, trends, and areas for improvement.

4. After the Conference – Appraiser Confirmation

- Verify that the final TSP rating is supported by the submitted Body of Evidence (BOE) from all check-ins.
- Ensure all required check-in data is complete and accurately recorded in the SLO Check-In Tracker.
- Confirm that instructional adjustments documented throughout the year are aligned to student progress trends.
- Record the verified final TSP rating in the designated system or form.

5. Reflection & Improvement Planning

- Identify what worked well and what could be improved for future SLO cycles.
- Note instructional strategies that were less effective for certain student groups.
- Determine any needed student interventions and targeted professional development.