



91 Fiddlers Lane, Latham, NY 12110
(518) 785-8591

REQUEST FOR TEACHER OR BUILDING PRINCIPAL OVERALL COMPOSITE SCORE & EFFECTIVENESS RATING

Please Note:

- The teacher(s) and/or principal for whom scores are requested **must be** the teacher(s)/principal of record for your child in the 2014-2015 school year.
- Teachers will be notified when parents request their scores.
- The law requires districts to “verify that any such request is a bona fide request by a parent or guardian entitled to review and receive such data.”
- An appeal of the APPR by the teacher/principal will delay providing this information until such time as the appeal is concluded.
- You may request to receive the final rating and composite score for your child’s teacher(s) and/or principal, as well as an explanation of such ratings, by way of mail service to the student’s address of record.

INSTRUCTIONS:

- 1. This form must be completed, in its entirety. Incomplete forms will not be processed.**
- 2. Once complete, please return this form to the school building’s main office.**
- 3. All requests must have a photocopy of the requester’s photo identification (i.e. drivers license, passport, etc.). Forms submitted without a copy of a photo ID will not be processed.**
- 4. Please address any questions or concerns directly to the Building Principal**

Please Print Clearly:

Date: _____ Child’s Name: _____ School Presently Attending: _____

Requesting Parent/Guardian: _____ Phone: _____

Address: _____

Name of Current Teachers and/or Building Principal for whom scores are being requested:

Parent Statement of Understanding:

As the parent or legal guardian of a child in the North Colonie School District, I understand that I have the right to obtain information related to the Annual Professional Performance Review consisting of the final rating and composite score for my child’s teacher(s) and/or building principal.

Parent/Guardian Signature: _____ Date: _____

For Office Use Only:

In accordance with Education Law§3012-c, I have made reasonable efforts to verify this request is a bona fide request by a parent or guardian.

Signature of Administor/Designee: _____ Printed Name: _____ Date: _____

HR OFFICE: Date Mailed & By Whom: _____ Spreadsheet updated: _____ T/P Notified: _____