



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 current 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: \_\_\_\_\_