

New York State Education Law 3012-c, the New York State Education Department (NYSED) provides parents and legal guardians the right to access their child's principal and teacher evaluation scores as described by the Annual Professional Performance Review (APPR.) School districts are required to report to parents upon request:

- the composite effectiveness score;
- the final quality rating; and
- a written or oral explanation of rating and score in context of the evaluation process.

The procedures for obtaining evaluation information include:

- visiting your child's school regarding your interest in receiving principal or teacher evaluation scores;
- request the information in writing to receive information in person or via mail; and
- provide proof of identification to verify legal guardianship.

Additional information on the teacher evaluation process in Mount Vernon may be found on our website. Please reference the paragraph under Annual Professional Performance Review for details on our teacher and principal evaluation processes.

**PARENT/LEGAL GUARDIAN DISCLOSURE OF EVALUATION SCORES
REQUEST FORM**

I request the following information:

- Teacher evaluation score and rating for the following teacher(s): _____

- Principal evaluation score and rating

- I understand that I am making this request as the current parent/guardian of my child listed above, for the composite score and rating for my child's current teachers. (In accordance with Education Law Section 3012-c).
- I understand that all other teacher/principal-specific evaluation information (e.g.: subcomponent scores, APPR forms, documentation, rubric scores, notes for 60 percent "Other Measures," etc.) are confidential and not subject to disclosure.
- I certify that I am requesting this information for my own personal interest and understand that the information is confidential.

Child's name: _____

Child's grade level: _____ Child's school: _____

Parent Name: _____

Parent Signature: _____ Date: _____

Pick Up in Person Mail

If you request that it would be mailed, please provide us with a mailing address.

This request form will be filed in the principal's office.

FOR OFFICE USE ONLY: Scores Delivered in Person ONLY, ID checked, and parent/guardianship verified.

Type of ID Provided _____ Date _____

Verified by _____