

# Voorheesville Central School District

432 New Salem Road ♦ Voorheesville, NY 12186 ♦ (518) 765-3313

## 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 2017-2018 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 Superintendent at P.O. Box 498; Voorheesville, NY 12186.**
3. **All requests must have a photocopy of the requester’s photo identification (i.e. driver’s license, passport, etc.). Form submitted without a copy of a photo ID will not be processed.**
4. **Please address any questions or concerns directly to Mr. Brian Hunt, Superintendent.**

### 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 Voorheesville Central 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 Administrator/Designee: \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

HR OFFICE: Date Mailed & By Whom: \_\_\_\_\_

Spreadsheet updated: \_\_\_\_\_ T/P Notified: \_\_\_\_\_