

Filing an Appeal

You should be prepared to present facts and evidence in support of your claim that the composite score is incorrect. Please be sure to have the following:

1. A general statement of why you believe the score is incorrect.
2. Specific information/documentation showing:
 - Communication with administration about your evaluation
 - Mathematical errors made in calculating your score(s)
 - Student/Teacher Data errors
 - Disagreements concerning SLOs
 - Procedural violations
3. A statement (preferably with documentation) about any other circumstances affecting your evaluation.

Building a Record About Student/Teacher data:

For each course:

Date on which I received the initial roster:

Dates on which I reviewed the roster:

Please attach copies of:

The initial roster

Communication with the district about the accuracy of the roster

The final roster

Documentation of any unresolved errors

Building a Record About SLOs

Names of course(s) for which I did an SLO:

Date on which I submitted the SLO(s):

Date on which (each) SLO was approved:

Were there any unresolved disputes about your SLO(s)?

Please attach copies of:

Each SLO

Student rosters for each class

Data you used to support the establishment of your targets

Any communication with administration about your SLO(s)

The assessment worksheet for each SLO

Building a Record About the Local Assessment Component

For individual scores:

For each course, identify the assessment used:

Course	Assessment

How was the assessment selected?

Were you involved in the creation of the assessment?

Was the assessment reflective of what you teach?

Were you involved in setting targets for your students?

Were the targets reasonable?

If not, what targets should have been used?

Please attach:

Target worksheets for each class

Any communication with administration concerning your targets

Building a Record About Observations:

Name of your lead evaluator:

For each announced observation:

Date of Observation	Date of pre-conference	Date of post-conference	Date feedback was provided	Name of observer

For each unannounced observation:

Date of Observation	When were you notified of observation	Were the circumstances appropriate for an observation (if not, please explain)	Did you notify the observer of the situation	Date feedback was provided	Name of observer

Please attach copies of:

Any written feedback you received

Any observation forms you completed and/or received

Any communication with administration about your observations

Building a Record About "Other Evidence"

Artifact Collection:

Date of Artifact Meeting: _____

Description of Each Item	Applicable NYS Teaching Standard(s)	Evaluator's Response

Attach copies of the artifacts you submitted.

Goal Statements:

Attach a copy of the goal statement you submitted

On what date did you submit it? _____

Identify its relationship to the NYS Teaching Standards

Attach a copy of the evaluator's response to your statement

Self-Reflection:

Attach a copy of your statement(s) of self-reflection

Identify its/their relationship to the NYS Teaching Standards

On what date were the statement(s) submitted?

Attach a copy of the evaluator's response to your self-reflection

Building a Record on a TIP

What date did you receive your composite score? _____

What was your composite score and rating? _____

Is there an appeal pending over the rating? Yes No

Did you write a response to the rating? Yes No

What was the date of the first TIP meeting? _____

Who attended the meeting?

What areas were identified as needing improvement?

What activities were recommended?

Did you complete this activities?

If yes, when: _____

If no, why not: _____

Did the district provide you with time to complete the activities? Yes No

Did the district pay for these activities? Yes No

Were these activities helpful? Yes No

Were there follow-up meetings to discuss the TIP? Yes No

Who attended? _____

Please attach:

A copy of the TIP

Documentation of professional development activities you completed

Any communication with administration about your TIP