



Annual Professional Performance Review Composite Score Request

New York State Education Law 3012-c allows parents and legal guardians of a student to request the composite effectiveness scores and final ratings of teachers and principals to which the student is assigned for the current school year.

To request this information about your child's current teacher or principal:

- > Complete a separate form for each teacher or principal for whom information is requested.
- > The school district is required by law to verify that this is a good faith request of a parent or legal guardian, and therefore we will confirm the validity of all information provided in this request.
- > Requests may be submitted by mail or in person at the Office of Human Resources, 197 Martin Road.

Please note:

- > The composite score and rating will be provided only to the requesting parent(s) or legal guardian(s), in person. Information will not be provided by mail, email, or telephone.
- > Photo identification will be required upon receipt of the information requested.
- > A request for change of class assignment may not be made on the basis of the composite score and rating.

Parent or Legal Guardian			
Street Address		Telephone	
Student Name			
Current School		Current Grade	
Current Teacher or Principal			

I attest that I am the parent or legal guardian of the student named above. I understand that the information that I am requesting is confidential, and may be released only to the parent(s) or legal guardian(s) of the identified student. I therefore agree that I will not make any form of disclosure, verbal, written or otherwise, of the information I am requesting, other than to another parent or legal guardian of the student named above.

Signature of Parent or Legal Guardian

Date

FOR DISTRICT USE ONLY:

	DATE	STAFF INITIAL	PHOTO IDENTIFICATION VERIFIED/PHOTOCOPY ATTACHED:
Request Form Received			<input type="checkbox"/> Driver's License <input type="checkbox"/> U.S. Passport <input type="checkbox"/> U.S. Military ID Card <input type="checkbox"/> State Identification Card <input type="checkbox"/> Foreign Government Passport <input type="checkbox"/> Permanent Resident Card <input type="checkbox"/> DHS Trusted Traveler Card (Global Entry, NEXUS, SENTRI) <input type="checkbox"/> Other _____
Parent/Guardianship Verified			
Class Enrollment Verified			
Proof of ID Verified			
Score Release Provided			