



**PELHAM PUBLIC SCHOOLS**  
**18 FRANKLIN PLACE**  
**PELHAM, NY 10803**

## How to Obtain Final Composite Score and Ratings for Teachers and Principals

### The APPR

Annual Professional Performance Review plan (APPR) is authorized by New York State Education Law 3012-d, and establishes two major components for evaluation:

- ❖ 50% teacher and principal observation based on multiple measures of teacher/principal effectiveness consistent with standards prescribed by the Commissioner in regulation.
- ❖ 50% student performance on State assessments or comparable measures in accordance with standards prescribed by the Commissioner.

Pelham Public Schools' APPR plans may be found on its homepage <http://www.pelhamschools.org>.

### APPR Ratings

For purposes of disclosure to parents/guardians upon request pursuant to Education Law §3012-c(10)(b), as made applicable to Subpart 30-3, the **original composite rating** pursuant to Education Law §3012-c or §3012-d (as applicable) and Subpart 30-2 or 30-3 of the Rules of the Board of Regents (as applicable) shall be reported along with the overall **transition rating** and an explanation of such overall transition rating. This shall be done for the entire transition period, i.e., 2015-16 through 2018-19.

For an explanation of the transition rating, please review the NYSED's APPR *Frequently Asked Questions* (FAQ) document: <https://data.nysed.gov/files/eval/FAQ.pdf>.

### Lead Evaluators

New York State law requires that certified *Lead Evaluators* conduct teacher and principal evaluations. Lead Evaluators of Teachers include the Superintendent of Schools, Assistant Superintendents, Director, Principals, Assistant Principals, and Supervisors. Lead Evaluators of Principals are the Superintendent of Schools and the Assistant Superintendent for Curriculum, Instruction and Personnel.

## Requesting Final Composite Score and Ratings for Teachers and Principals

Education Law 3012-c 10(b) stipulates that parents and legal guardians of a student may request the final rating and the Final Composite Rating and Score for their child's currently assigned teacher(s) and building principal.

- Requests must be made to the office of the Assistant Superintendent for Curriculum, Instruction and Personnel.
- Identification is required as information will only be provided directly to parents and legal guardians.
- Requests may be made in person, by phone, fax or email.
- Requests must be made using the form below. This form is also available on the District's homepage, at the Central Office, and in the main office at each of our schools.
- The Assistant Superintendent will provide scores and ratings verbally.
- Parents/guardians must submit a separate form for each teacher or principal.
- A copy of the request will be forwarded to the teacher/principal for whom the request is made.
- Please allow for 24-48 hours for processing.

**All requests must be submitted to:**

Dr. Steven M. Garcia  
Assistant Superintendent for Curriculum, Instruction and Personnel  
Pelham Public Schools  
18 Franklin Place  
Pelham, NY 10803  
913-738-3434 / fax 914-738-7223  
[sgarcia@pelhamschools.org](mailto:sgarcia@pelhamschools.org)

**PELHAM PUBLIC SCHOOLS**  
**Form To Request Teacher/Principal APPR Final Composite Score and Rating**

Note: Requests for information may only be the current child's teacher or principal.

<b>Today's Date:</b>	
<b>Requesting Parent/Guardian:</b>	
<b>Child's Name:</b>	
<b>School:</b>	
<b>Name of Teacher or Principal:</b>	

*For Office Use Only*

\_\_\_\_\_ Child's Schedule Check  
 \_\_\_\_\_ Parent/Guardian Identification Verified

**Place parent/guardian identification  
 (photo ID)  
 HERE**

**prior to photocopying**

- Original copy for school file
- Copy with identification for parent

Teacher/Principal Name: \_\_\_\_\_

Original Composite Rating: \_\_\_\_\_

Transition Rating: \_\_\_\_\_

**Parent Statement of Understanding**

1. I will respect the privacy of the district employees and not share this information with others, including other parents and/or guardians. If asked, I will encourage others to utilize the established process for accessing APPR ratings and, as a matter of courtesy, I will refrain from sharing this information via any types of social media.
2. I understand that a copy of this request will be forwarded to the teacher/principal for whom the request is made.

\_\_\_\_\_  
*Signature of Parent/Guardian* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Assistant Superintendent* \_\_\_\_\_  
*Date*

cc: Building Principal and / or Teacher  
 File