



## Documentation Tips

1. Add the following as a standard footer to any documentation you give to an educator. By adding this language to your documentation, the record is considered part of the evaluation and is confidential.
  - *This memo is a document evaluating your performance pursuant to Texas Education Code 21.355. Evaluations are confidential and are not subject to open records.*
2. List the specific domains that may be affected.
  - *Failure to comply with these directives may result in a negative effect on your summative evaluation in Domains \_\_\_\_\_.*
3. When referencing disciplinary action, include the statement below at the teacher signature line.
  - *I have read this Notice and Plan of Action. I understand that failure to correct the above stated concern(s) or a continued pattern of misconduct will result in further disciplinary action, up to and including termination of employment with the District.*