

## Clear Creek Independent School District Full Appraisal Waiver Request Form

An employee may receive a full appraisal less frequently if the employee requests in writing and the employee's most recent appraisal meets district requirements for less than annual evaluations.

To be eligible for less than annual evaluations an employee shall meet the following:

- Be employed on an administrator term contract.
- Have been employed by the District in the current position for the last two consecutive years with the same assignment.
- Eligibility for waiver does not guarantee appraisal approval of waiver for Less Than Full Annual Appraisal.
- After approving a waiver request, an appraiser may revoke the approval at any time for any reason as long as it is communicated in writing with the employee.
- Eligible employees must submit in writing that he/she agrees to the less than annual appraisal.
- Additionally, the employee's most recent appraisal must meet criteria per CCISD policy DNB(LOCAL).

In a year in which an employee does not receive a full appraisal due to meeting the district requirements, an employee shall participate in the goal-setting and a modified end-of-year conference, per CCISD policy DNB(LOCAL).

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### Waiver Request

*I hereby request to waive my annual appraisal evaluation for the \_\_\_\_\_ school year.*

Administrator Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_

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### Administrator Approval

\_\_\_\_ Approved      \_\_\_\_ Not Approved

Administrator Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_