

INSTRUCTIONAL EVALUATION SIGN-OFF FORM

To Be Completed by Principal

Center

Teacher's Name

School Year

Final Evaluation Score

Rating

Principal Signature

Date

To Be Completed by Certified Employee

- My principal reviewed my final evaluation with me.
- I understand a detailed e-version of my evaluation is available by logging into FASTe.
- I understand I have the option to print a hard copy of my evaluation at any time.
- I understand that my evaluation is locked and no further changes can be made as of the date of my signature.

Employee Comments

Employee Signature

Date

Send to Human Resources by due date.