

# Ballston Spa

Educating Everyone Takes Everyone

C E N T R A L S C H O O L D I S T R I C T

Pamela J. Motler  
Executive Director of Personnel  
Management and Development

(518) 884-7195 Ext 1398  
E-mail: pmotler@bscsd.org

## PARENT/GUARDIAN REQUEST FOR TEACHER OR PRINCIPAL OVERALL COMPOSITE SCORE AND RATING

Today's date: \_\_\_\_\_

Requesting parent/guardian: \_\_\_\_\_

Parent/guardian address: \_\_\_\_\_

Parent/guardian phone: \_\_\_\_\_ email: \_\_\_\_\_

Child's name: \_\_\_\_\_

School presently attending: \_\_\_\_\_

Name of Teacher or Principal: \_\_\_\_\_

I understand the information provided is confidential, for my personal use only and is not to be distributed or shared in any way.

**Parent/ Guardian signature**

Note: A separate form must be submitted for each request **PLEASE ENCLOSE COPY OF PHOTO ID**  
**Return to: Ballston Spa Central School District**

Pamela Motler  
Executive Director of Personnel Management and Development  
70 Malta Avenue  
Ballston Spa, NY 12020

### Office use only:

\_\_\_\_ Child's schedule checked

\_\_\_\_ Parent/Guardian verified in School Tool

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

Overall Composite Score (0-100): \_\_\_\_\_

Overall Rating: \_\_\_\_\_

91-100 Highly Effective

75-90 Effective

65-74 Developing

\_\_\_\_\_  
Pamela Motler  
Executive Director of Personnel Management and Development

\_\_\_\_\_  
Date

\_\_\_\_ Mailed

\_\_\_\_ Picked Up