

## **INSTRUCTIONS FOR OBTAINING THE COMPOSITE SCORE AND RATING FOR TEACHERS & PRINCIPALS**

- Requests must be made in person at the Administration Building located at 241 South Ocean Avenue. Parents/legal guardians will be asked to produce photo identification or other relevant documentation to verify their relationship to the student.
- All requests must be made using the form that is posted on the district website. These forms are also available at the district's Administration Building.
- A written summary that explains the composite scores and designates the ranges for Highly Effective, Effective, Developing, and Ineffective is posted on the district's webpage at [www.pmschools.org](http://www.pmschools.org) under Instruction/Annual Professional Performance Review Plan. If you are unable to access this, a hard copy will be available upon request.
- Once the Final Composite Request Form is submitted, and it is verified by the school district that the parent or guardian is entitled to review and receive the data being requested, the request will be processed.
- The district has determined that ALL requests will be fulfilled orally by the Assistant Superintendent for Curriculum and Instruction.

### **REMINDER**

- Only the overall composite score and rating (Highly Effective, Effective, Developing, and Ineffective) will be provided.
- Information will only be provided for the teacher(s) and principal(s) of your child's current school year.
- Information will only be provided directly to parents and legal guardians. Identification will be required.
- Information will only be provided once the appropriate form prescribed by the district is completed and the district verifies the person requesting the information is the parent/legal guardian of the child listed on the form.