

SAMPLE LETTER

On School Letterhead

Name of Teacher
School Address

Dear _____,

The primary purpose of teacher evaluation is to improve teaching performance, promote professional learning, and improve student achievement. This is consistent with the contract between the _____ Education Association and the _____ School Board of Trustees. The evaluation procedures for this school year will ensure that the teacher and the evaluator establish a collaborative plan.

Teacher evaluations are a necessary process as outlined in the _____ School District policy. Teachers should view them as a learning experience, as a way for both the teacher and the administrator to grow in understanding and knowledge.

The _____ School District policy states the evaluator must be made known to the teacher by name and title. Accordingly, you are informed that I shall conduct your summative evaluation during the _____ school year with additional administrative and supervisory staff assigned to _____ school.

The following additional administrative staff may participate in your evaluation process through informal and formal observations:

Sincerely,

_____, Principal