



Parent Request of Teacher/Principal APPR Score District Procedure

1. Parent/guardian calls the District Office to schedule appointment with Mary Beth Hammond, and provides the name of teacher/principal they are requesting scores for.
2. At appointment time, parent/guardian provides photo identification and a completed Request Form. The form is available on our website, picked up in the District Office or mailed by request.
3. Mrs. Hammond meets with the parent/guardian, providing an overview of the APPR system and what the ratings mean. She gives them a form that includes the requested teacher's or principal's rating.
4. The parent/guardian signs this form to indicate receipt. A copy of the signed form is kept on file in Mrs. Hammond's office.
5. An email notice is sent to the teacher/principal whose scores were released to the parent/guardian. The email will state only that the scores were requested and released; it will not provide the identity of the parent/guardian.