

**Summative Report Form for
Principals and Vice-Principals
(Approved Form)**

Fields marked with an asterisk (*) are mandatory.

1. Appraisee

Position (check one only) *

Principal Vice-Principal

Last Name *

First Name *

2. Appraiser

Position (check one only) *

Supervisory Officer Principal

Last Name *

First Name *

Name of School

Name of Board

Appraisal Year

Practices and competencies from the Performance Plan that have contributed strongly to the principal's/vice-principal's overall performance

Practices and competencies from the Performance Plan that could be strengthened for further growth and development

Summative Comments

The supervisory officer/principal will provide a summative comment on the principal's/vice-principal's performance based on the results outlined in the Performance Plan.

Supervisory Officer's / Principal's summary comments on the appraisal

The principal/vice-principal may wish to comment on the appraisal.

Principal's/Vice-Principal's comments (optional)

Overall Rating (check one)

Satisfactory performance Unsatisfactory performance

3. Signature

Supervisory Officer's / Principal's Signature

Date (yyyy/mm/dd)

Principal's/Vice-Principal's signature indicates the receipt of the summative report.

Principal's/Vice-Principal's Signature

Date (yyyy/mm/dd)

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