

APPENDIX C: PRINCIPAL EVALUATION PROCESS DOCUMENTATION FORM

Name: _____ ID#: _____

School: _____ School Year: _____

Evaluator: _____ Title: _____

The principal's evaluation is based, in part, on a formal discussion of performance and conferences conducted on the following dates:

SITE VISIT DATES	CONFERENCE DATES	PRINCIPAL'S SIGNATURE	EVALUATOR'S SIGNATURE

Mid-Year Evaluation Conference Date: _____

End-of-Year Performance Discussion Date: _____

Summary Evaluation Conference Date: _____

The Mid-Year, End-of-Year, and Summary Evaluation Conferences are required for every principal. In addition, observations and other relevant sources of performance data may be considered in determining the final rating for the principal. The following rating scale will be used:

- **Developing:** Principal demonstrated adequate growth toward achieving standard(s) during the period of performance, but did not demonstrate competence on standard(s) of performance.
- **Proficient:** Principal demonstrated basic competence on standard(s) of performance.
- **Accomplished:** Principal exceeded basic competence on standard(s) for performance most of the time.
- **Distinguished:** Principal consistently and significantly exceeded basic competence on standard(s) of performance.
- **Not Demonstrated:** Principal did not demonstrate competence on or adequate progress toward achieving standard(s) of performance.

Note: If the Not Demonstrated rating is used, the superintendent must comment about why it was used.