

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Human Resources Division

Name \_\_\_\_\_  
Last First Middle

School/Office \_\_\_\_\_

Grade/Subject \_\_\_\_\_

Position \_\_\_\_\_

**NOTICE**

Individuals will be evaluated based upon the stated objectives on this Initial Planning Sheet as well as areas addressed on the final evaluation form. Objectives should be written in relation to the California Standards for the Teaching Profession. Please type or print neatly.

EVALUATION OF INSTRUCTIONAL PERSONNEL  
INITIAL PLANNING SHEET

To be completed by the evaluatee and the original copy submitted by evaluator

Employee No. \_\_\_\_\_ Status \_\_\_\_\_

Location \_\_\_\_\_ Years at Present Site \_\_\_\_\_  
Code \_\_\_\_\_

First Assigned to this Site \_\_\_\_\_

Class Code \_\_\_\_\_ Years of Service in Present Position \_\_\_\_\_

OBJECTIVES

STRATEGIES TO MEET OBJECTIVES

1. SUPPORT FOR STUDENT LEARNING

2. PLANNING AND DESIGNING INSTRUCTION

Name \_\_\_\_\_  
Last First Middle

Employee No. \_\_\_\_\_

OBJECTIVES	STRATEGIES TO MEET OBJECTIVES
3. CLASSROOM PERFORMANCE	
4. DEVELOPING AS A PROFESSIONAL EDUCATOR	
5. PUNCTUALITY, ATTENDANCE AND RECORD KEEPING	

Submitted By \_\_\_\_\_  
Evaluatee's Signature

\_\_\_\_\_  
Date

Reviewed and approved by \_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Position