

TUCSON UNIFIED SCHOOL DISTRICT

Exhibit F – Individual Appeals Form-Evaluations (301)

APPEALS FORM (INDIVIDUAL-EVALUATION)

Submitted to: Maricela Meza, Director of Employee Relations

Submitted by: _____

School/Home Site (2017-2018): _____

School/Home Site (2018-2019): _____

Submitted on: _____

Individuals completing this form met the following:

- 1) Awarded the 1st 301 payment for the 2018-2019 school year.
- 2) Did not have a completed evaluation for the 2018-2019 school year.

The second payment of the 2018-2019 301 Plan is based on your evaluation score for the 2018-2019 school year. If you did not receive a completed evaluation for the 2018-2019 school year and request to be considered for this second payment, please submit this form to ER@tUSD1.org. This form must be submitted to Employee Relations by end of day **Friday, June 21, 2019**.

With your form, please attach the following:

- 1) List of position(s) you held during the 2018-2019 school year (grade level and/or subject).
- 2) If applicable, a copy of your 2018-2019 evaluation provided directly to you.
- 3) A copy of your self-evaluation.
- 4) Previous final evaluation forms for the last three years of employment.
- 5) Any documentation between you and your 2018-2019 administrator demonstrating your effectiveness as a teacher.
- 6) Any other documentation that would help the committee to determine the appropriate evaluation rating.

The Evaluation Appeals Committee will review this form and determine if you qualify for the Second Payment of the 2018-2019 301 Pay for Performance Plan. You will receive either a request for more information or a written decision of your appeal no later than **Friday, July 12, 2019**. There is no further appeal beyond the process described herein.

Employee Signature

Date