

2018-2019 Teacher Summary (Final Evaluation Score) Evaluation Appeal Process

Teachers may appeal their summary evaluation for the 2018-2019 school year based on a lack of adherence to the procedures outlined in the current teacher evaluation system guidebook. The steps and timeline identified below will be used in the appeals process.

Submitting an appeal

For teachers wishing to appeal their final summary evaluation score for the 2018-2019 school year:

1. Print and complete the appropriate Teacher Evaluation Form.

Non-Classroom Teacher:

[PER0195 Summary Eval Appeals Form-Non Classroom Teacher](#)

Classroom Teacher:

[PER0196 Summary Eval Appeals Form-Classroom Teacher](#)

2. Attach all documentation that substantiates the basis for appeal as specified on the form.
3. Submit completed form and documentation to **Dr. Rafael Sanchez Jr., Executive Director of Human Resources.**

Timeline for submitting an appeal

THE TIMELINE FOR SUBMITTING APPEALS IS SEPTEMBER 23 – OCTOBER 7, 2019.

Appeals submitted after this deadline will not be considered.

Consideration of Appeals

All appeals will be considered using the following steps:

1. Date of receipt of completed appeal form and documentation is verified.
2. Form and supporting documentation are reviewed for completeness.
3. Basis of appeal is confirmed.
4. Completed appeals form and documentation are reviewed by the TES Appeals Committee.

Notification of Appeals Decision

The teacher will be notified in writing of the TES Appeals Committee decision. The decision of the TES Appeals Committee is final.

Questions?

Any questions regarding the teacher evaluation appeals process should be emailed to: Heather.Conte@stlucieschools.org