

### **INSTRUCTIONS FOR OBTAINING THE COMPOSITE SCORE AND RATING FOR MY CHILD'S TEACHER(S):**

- ◆ Only the overall composite score (0-100) and rating (Highly Effective, Effective, Developing, and Ineffective) will be provided.
- ◆ Requests should be made to the principal of your child's school.
- ◆ Information will only be provided for the teacher(s) that are providing instruction to your child for the present school year.
- ◆ Information will only be provided directly to parents and legal guardians. If in person, identification will be required.
- ◆ Information may be requested in person or by email. The request must be made via the form that is posted to the district website. This form is also available at the district office and in the main office at each of our schools.
- ◆ Since positive identification is required, information will only be provided in person at the school or via U.S. mail using the district form.
- ◆ You must submit a separate form for each child. If the scores for several teachers are desired, you may submit the multi-subject sheet in addition to the 1-page request form.

### **INSTRUCTIONS FOR OBTAINING THE COMPOSITE SCORE AND RATING FOR MY CHILD'S PRINCIPAL:**

- ◆ Only the overall composite score (0-100) and rating (Highly Effective, Effective, Developing, and Ineffective) will be provided.
- ◆ Requests should be made directly to the Superintendent of Schools.
- ◆ Information will only be provided for the principal of your child's school this year.
- ◆ Information will only be provided directly to parents and legal guardians. If in person, identification will be required.
- ◆ Information may be requested in person or by email. The request must be made via the form that is posted to the district website. This form is also available at the district office.
- ◆ Since positive identification is required, information will only be provided at Central Office (106 Washington Avenue, Plainview, NY) or via U.S. mail using the district form. No information will be provided over the phone or through electronic means.
- ◆ You must submit a separate form for each child/school.