

**POLICY**

2013

Personnel &amp; Negotiations

**Parental Rights to Annual Professional Performance Review Composite Scores and Quality Ratings under Education Law Section 3012-c**

In accordance with the provisions of Section 3012-c (10)(b) of the Education Law, the Board of Education shall facilitate the disclosure of the Annual Professional Performance Review final quality ratings and numerical composite effectiveness scores of the classroom teachers and building principals to the parents/legal guardians of students under their supervision for the current school year.

In the interest of protecting the privacy rights of the professional educators while facilitating parental access, the District shall require reasonable verification of identity prior to releasing information to parents/legal guardians.

The Superintendent of Schools shall develop a parental notice and information access form that shall be exhibits to this policy and an integral part hereof. The parental notice shall be posted in conspicuous locations within the District and the notice and form shall be made available on the District website.

References: Education Law Section 3012-c(10)  
State Education Department Guidance Document, Section "P"

Adopted: 11/20/13

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**NOTICE OF THE RIGHT OF PARENTS AND LEGAL GUARDIANS TO RECEIVE ANNUAL PROFESSIONAL PERFORMANCE REVIEW FINAL QUALITY RATINGS & COMPOSITE EFFECTIVENESS SCORES PURSUANT TO EDUCATION LAW § 3012-c**

Education Law Section 3012-c prohibits the disclosure of annual professional performance reviews of individual teachers and principals under the Freedom of Information Law (Article 6 of the Public Officers Law).

While this information is not subject to disclosure to the general public, parents and legal guardians of students in the District have rights, upon request, to review and receive the final quality rating (i.e. Highly Effective, Effective, Developing or Ineffective) and composite APPR effectiveness score (0 through 100) of individual teachers and principals to which their children have been assigned for the current school year.

Parents and legal guardians may review and receive this information by mail, by telephone or in person.

Upon request a parent or legal guardian shall be entitled to receive an oral or written explanation of the composite effectiveness scoring ranges for final quality ratings; and be offered opportunities to understand such scores in the context of teacher evaluation and student performance.

The District has a legal obligation to make reasonable efforts to verify that any such request is a bona fide request by a parent or guardian entitled to review and receive such data pursuant to this paragraph. Consequently, we have created a form to be utilized when a parent or legal guardian requests information regarding their child's current teacher(s) and building principal.

This Form is available on the District's website at: \_\_\_\_\_

In addition, this Form is available at the following building(s):

If you have any questions regarding this notice, please contact:

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2013

Personnel & Negotiations

**REQUEST FOR RELEASE OF ANNUAL PROFESSIONAL PERFORMANCE REVIEW  
FINAL QUALITY RATINGS AND COMPOSITE EFFECTIVENESS SCORES PURSUANT  
TO EDUCATION LAW SECTION 3012-c\***

**Name of Parent(s)/Legal Guardian(s):** \_\_\_\_\_

**Name and ID number(s) of student(s):** \_\_\_\_\_

**Grade level of student(s):** \_\_\_\_\_

Please write in the spaces provided below the name of the teacher(s) and Grade level/ subject area of instruction each teacher currently provides to the above-named student(s) for each teacher to whom the student is assigned for the current school year for whom you would like to receive the APPR composite effectiveness score and final quality rating:

**Name:** \_\_\_\_\_ **Subject Area/Grade Level:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Subject Area/Grade Level:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Subject Area/Grade Level:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Subject Area/Grade Level:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Subject Area/Grade Level:** \_\_\_\_\_

Please write in the space provided below the name of the building principal in the building to which the student is assigned for the current school year if you are also requesting his/her final quality rating and composite effectiveness score:

**Name:** \_\_\_\_\_ **Building:** \_\_\_\_\_

**I would like to receive the information requested above via (check whichever is applicable):**

\_\_\_\_ **Regular Mail and my address is:** \_\_\_\_\_

\_\_\_\_ **Telephone and my telephone number is:** \_\_\_\_\_

\_\_\_\_ **In person** [Note: If this option is selected, please provide your telephone number in the space above and the District will contact you shortly after its receipt of this Form to schedule a date and time for a conference.]

**PLEASE RETURN THIS FORM TO:**

**or via email to:**

\* **Note:** Pursuant to Education Law Section 3012-c, classroom teachers and building principals are entitled to strict privacy rights with respect to the disclosure by the District of the information that will be furnished to you. We are confident that you will respect those privacy rights.