



## Appeals Form for Evaluation Procedural Errors

In accordance with Article X and the Evaluation Manual

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Personnel Number: \_\_\_\_\_ Phone: \_\_\_\_\_

School: \_\_\_\_\_ Position: \_\_\_\_\_

Personal Email: \_\_\_\_\_

- Contract Status (Check One):
- Probationary Contract
  - Annual Contract (AC)
  - Professional Service Contract (PSC)
  - Continuing Contract (CC)

If you are Annual Contract Teacher, were you reappointed?  Yes  No

Category Placement (Check One):

- 1 New Teachers (0-2 years teaching experience)
- 2A Completed 3 years or more teaching experience and are AC, PSC, or CC
- 2B 4<sup>th</sup> Year teaching, new to OCPS or assigned a new school with different student population or position, new subject or grade level, received between 2.0 – 2.4 rating
- 3 Performance Improvement Plan (PIP)
- 4 Teacher taught 80 student days or less, shall not be required to do a DP

Instructional Practice Score: \_\_\_\_\_ Status Score: \_\_\_\_\_ DP Score: \_\_\_\_\_

Instructional Employees have the option to either grieve or appeal a procedural error concerning their evaluation score. This form is for an appeal. Please inquire with a Field Representative for further information at 407-298-0756 or [orangecta@gmail.com](mailto:orangecta@gmail.com)



**Issue(s):** Organize your arguments by listing all issues independently and specify what you believe are the violations. Be as specific as possible.

**Attachments:** Please attach observations and overall evaluation results.

ISSUE 1:

---

---

---

ISSUE 2:

---

---

---

ISSUE 3:

---

---

---

ISSUE 4:

---

---

---

Signed: \_\_\_\_\_

Received By: \_\_\_\_\_

Date Received: \_\_\_\_\_

Appeal Number (Office Use): \_\_\_\_\_

Instructional Employees have the option to either grieve or appeal a procedural error concerning their evaluation score. This form is for an appeal. Please inquire with a Field Representative for further information at 407-298-0756 or [orangecta@gmail.com](mailto:orangecta@gmail.com)