New York State law allows parents and legal guardians of a student to request the effectiveness scores and final ratings of teachers and principals to which the student is assigned for the current school year. To request this information about your child’s current principal please complete this request form and mail it to:

Judi Riley, Assistant Superintendent for Pupil and Personnel Services  
1 Valley View Drive  
Cortland, New York  13045

Please mail your request; faxed or emailed requests will not be accepted. It is the obligation of the school district to verify all information provided in this request.

Student’s name: ____________________________________________

School and grade where student currently attends: ________________ School ________________ Grade ________________

Name of parent or legal guardian making request: ____________________________________________

Address: __________________________________________________

Phone number: ______________________________

Principal’s name for whom final quality rating and composite effectiveness is requested: ____________________________________________

I attest that I am the parent or legal guardian of the above-mentioned student and that the information is intended for my own use, only.

____________________________________________________  ________________
Signature of Parent or Legal Guardian           Date

For School District Use Only

Received (date) ________ by (staff name) __________________
Request Verified (date) ________ by (staff name) ______________
Response mailed (date) ________ by (staff name) ______________

1 Disclosure of APPR Scores Procedure