



Parent or Legal Guardian Request for  
Annual Professional Performance Review (APPR) Information<sup>1</sup>

New York State law allows parents and legal guardians of a student to request the composite APPR rating of teacher(s) and the principal to which the student is assigned for the current school year. The requests for this information have to be made in writing using the appropriate teacher or principal request form (paper copies available in all school buildings, the Kaufman Center or on the District website under Quick Links) and mailed to:

Joseph Mack, Director of Pupil and Personnel Services  
1 Valley View Drive  
Cortland, New York 13045

This information may only be released to parents or legal guardians and the district will verify that any request received has been submitted by a parent or legal guardian. *Additionally, the information is intended only for the use of the requesting parent or legal guardian.*

Requests for scores may be made on or after September 1, 2025.

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<sup>1</sup> Disclosure of APPR Scores Procedure <sup>iii</sup>