



*"Committed to Excellence"*

*Superintendent: Robert J. Edwards*

*Board of Education: Judith E. Murphy, President, Christopher A. Kuretich, Vice President, Donald Chu, Christine A. Gregory, Janet S. Griffin, Lorilee J. Megivern and Eugene Waldbauer*

Parent or Legal Guardian Request for  
Annual Professional Performance Review (APPR)  
Effectiveness Score and Rating for Principal<sup>1</sup>

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 I understand that the information is intended for my own use, only.*

\_\_\_\_\_  
Signature of Parent or Legal Guardian Date

<i>For School District Use Only</i>	
Received (date) _____	by (staff name) _____
Request Verified (date) _____	by (staff name) _____
Response mailed (date) _____	by (staff name) _____

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