

**COMMACK UNION FREE SCHOOL DISTRICT
HUBBS ADMINISTRATION CENTER**

**480 Clay Pitts Road
East Northport, NY 11731
Telephone: (631) 912-2090
Telefax: (631) 912-2017**

OFFICE OF HUMAN RESOURCES

Michael D. Inforna, Ed.D.
Executive Director of Educational Resources & Special Projects

J. Joseph Jordan
Personnel Officer

**Parent or Legal Guardian Request for
Annual Professional Performance Review (APPR) Information**

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. Requests for this information have to be made in writing using the appropriate teacher or principal request form. 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.*

In order to receive this information from the Commack UFSD, the following procedures should be adhered to:

1. Please download and print the "Disclosure of APPR Scores to Parents" form or you may receive a copy from the Main Office in your child's school.
2. Complete the form and bring to your child's school. If you have children in multiple schools and would like information for each child, a separate form will need to be completed and brought to each individual building. For example, if you have a child at the Commack High School and a child at the Burr Intermediate School, two (2) forms will need to be submitted, one (1) to Burr and one (1) to the High School.
3. Upon receipt of the forms, you will need to provide proper identification to be copied prior to receiving the information.
4. Once your child's information is verified by the building, the request will be sent to the Personnel Office.
5. Your request will be processed and the information will be sent to your home from the Personnel Office. The processing time for this request will be one (1) to three (3) weeks.

Please understand that any requested information will be verified first at your child's building before being sent to the Personnel Office. Also, the information you request will be sent to each teacher to notify them of the request made. If you have any other questions, please don't hesitate to call my office at (631) 912 - 2090. Thank you.

Sincerely,

Michael D. Inforna, Ed.D.
Executive Director of Educational
Resources & Special Projects



COMMACK UNION FREE SCHOOL DISTRICT

HUBBS ADMINISTRATIVE CENTER

P.O. Box 150

Commack, NY 11725

Telephone: (631) 912 – 2000

*Affix valid ID here
Identification needed for processing
by the Personnel Office.*

Disclosure of APPR Scores to Parents

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 teacher(s) or principal please complete this request form and provide a valid identification to the school's main office. Upon verification of the provided information, you will receive the requested information from the Personnel Office. *Any score received prior to November 15th of any year will not be the official score generated by the NY State Education Department.*

Student Name: _____

School and grade where student currently attends: _____

Name of parent or legal guardian making request: _____

Home number: _____

Address: _____

Cell number: _____

Email Address: _____

Principal/Teacher Name(s) 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

For Office Use Only

Date request received: _____

Staff member receiving request: _____

Date request verified: _____

Staff member verifying request: _____

Date request sent to Personnel Office: _____

Staff member receiving request: _____

pc: Requested Teacher(s)/Principal