

# ***Hanover Park Regional High School District***

**To:** Staff Member \_\_\_\_\_

**From:** C. Bayer, D. Austin, B. Kaiser, M. Menditto, B. Palumbo, N. Schlecht, S. Silva

**Re: Annual Evaluation Data: Tenured Staff**

In order to properly complete your annual evaluation, we would appreciate feedback in the areas identified below. Attached you will also find the district's form which is the record of professional development hours.

**PLEASE RETURN THIS INFORMATION TO YOUR SUPERVISOR BY **MONDAY, April 25, 2016.****

- 1) Please indicate professional activities in which you have participated during the current school year, e.g., committees, co-curricular assignments, chaperoning, etc.

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- 2) Please indicate professional growth activities in which you have been involved this year, e.g., in-service, graduate courses, professional organization, conferences, etc.

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- 3) Please indicate your progress in completing your PDP's for this school year. Submit any materials relating to the achievement of these objectives.

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- 4) On the back page, please indicate any other information about your performance which you think is worthy of being mentioned in your annual evaluation. Thank you.