



NEW YORK CITY BOARD OF EDUCATION  
 DIVISION OF PERSONNEL  
 OFFICE OF APPEALS AND REVIEWS  
 65 Court Street, Brooklyn, NY 11201

**ANNUAL PROFESSIONAL PERFORMANCE  
 REVIEW AND REPORT ON PROBATIONARY  
 SERVICE OF PEDAGOGICAL EMPLOYEE**

EMPLOYEE'S FULL NAME				LICENSE				FILE NUMBER					
EMPLOYEE'S COMPLETE HOME ADDRESS (Number and Street)						APT. NO.		SOCIAL SECURITY NUMBER					
CITY				STATE		ZIP CODE		TENURED	PROBATIONER	SUBSTITUTE			
CURRENT SALARY RATE \$		FOR PROBATIONERS: Date of Appointment		Jarema Credit		N.Y.S. Tenure Credit (Max. 1 year)		Date of Completion of Probation					
SCHOOL				BOROUGH				DISTRICT					
LATENESS*	TIMES NO.	FIRST YEAR			SECOND YEAR			THIRD YEAR			DAYS IN C.A.R.	OR BORROWED DAYS	SUBSTITUTE SERVICE NO. OF DAYS
		TIME LOST			TIME LOST			TIME LOST					
		DAYS	HRS.	MIN.	DAYS	HRS.	MIN.	DAYS	HRS.	MIN.			
ABSENCE* Exclude Non-Attendance													

\* NOTE: For reports on probationers complete 1 to 3 years as applicable. For all other personnel use "First Year" to denote current year.

**SECTION 1 - REPORT BY PRINCIPAL OR OTHER APPROPRIATE SUPERVISOR:**

COMMENTS (as checked. "NA" indicates "Not Applicable.")	SATIS-FACTORY	UNSATIS-FACTORY	ADDITIONAL COMMENTS
<b>A. PERSONAL AND PROFESSIONAL QUALITIES</b>			
1. Attendance and punctuality			
2. Personal appearance			
3. Voice, speech and use of English			
4. Professional attitude and professional growth			
5. Resourcefulness and initiative			
<b>B. PUPIL GUIDANCE AND INSTRUCTION</b>			
1. Effect on character and personality growth of pupils			
2. Control of class			
3. Maintenance of wholesome classroom atmosphere			
4. Planning and preparation of work			
5. Skill in adapting instruction to individual needs and capacities			
6. Effective use of appropriate methods and techniques			
7. Skill in making class lessons interesting to pupils			
8. Extent of pupil participation in the class and school program			
9. Evidence of pupil growth in knowledge, skills, appreciations and attitude			
10. Attention to pupil health, safety and general welfare			
<b>C. CLASSROOM OR SHOP MANAGEMENT</b>			
1. Attention to physical conditions			
2. Housekeeping and appearance of room			
3. Care of equipment by teacher and children			
4. Attention to records and reports			
5. Attention to routine matters			
<b>D. PARTICIPATION IN SCHOOL AND COMMUNITY ACTIVITIES</b>			
1. Maintenance of good relations with other teachers and with supervisors			
2. Effort to establish and maintain good relationships with parents			
3. Willingness to accept special assignments in connection with the school program			
<b>E. ADDITIONAL REMARKS (additional sheets, signed and acknowledged may be attached):</b>			

**SECTION 2 - PERFORMANCE EVALUATION**

OVERALL EVALUATION S, U, or D (D for first year probation only) <input type="checkbox"/> For the period: From _____ to _____	SIGNATURE OF PRINCIPAL (If other - give title) _____ DATE _____	ACKNOWLEDGMENT BY EMPLOYEE I have received this report on: _____ DATE _____ SIGNATURE OF EMPLOYEE _____
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(Complete Reverse Side for Probationary Personnel Only)

