

 Due Date: 12/02/2016

Checklist: Principal SA Formative/Summative R8714 (2016-2017)

#### Montabella Community Schools: (59045)  
 FirstName LastName (username@email.com) Date Action Due Status Released Status Required Status

\*\*\*\* GOALS \*\*\*\*

Goals (Principal Starts) Start

\*\*\*\* SELF ASSESSMENT \*\*\*\*

Self Assessment (Principal) Not Started ←

\*\*\*\* FINAL EVALUATION \*\*\*\*

Summative Evaluation (Evaluator) Start ● Release ←


Final Evaluation Rating (Evaluator) Edit ● Release ←

Final Recommendation (Evaluator) Save ● Release

\*\*\*\* SIGNATURES \*\*\*\*

**Note: Once the Evaluator signs the evaluation below, the entire evaluation will be "View Only" and no more changes can be made to the evaluation. The Evaluator signature will become unlocked when all required items in the evaluation are completed. The Evaluatee signature will become unlocked after the Evaluator signs.**

Evaluator Signature:  ←  
 By typing my name and clicking Submit Signature I acknowledge submission of this evaluation. 

Principal Signature:  ←  
 By typing my name and clicking Submit Signature I acknowledge that I have received this evaluation. My signature means that I have been advised of the contents and does not necessarily imply that I agree with the results. 

**Evaluator: After both parties have signed, click 'Set Date' and set the 'next evaluation date' to one year from the current date. Then click <Next> to complete the evaluation.**  
**Evaluator: After both parties have signed, click Complete the Evaluation. Once you complete this evaluation it will no longer appear on your Dashboard. Use the "Evaluations" button from the main menu to view a completed evaluation.**

Open Items