



Responding to your Evaluation

- Everyone should write a response to his/her evaluation regardless of how wonderful the evaluation is. This establishes a consistent pattern in which you handle each and every evaluation.
- **Responses should be written within ten (10) working days** after signing the evaluation. Start early and give yourself time to edit your response. A response to your evaluation is not a time to vent your anger.
- Use the six steps listed below to write your response.
- Responses should be clear, concise, and easily read.
- Members may contact their building representative or the PCAST office for assistance. All calls and information directed to the PCAST office are kept confidential.
- **Members with unsatisfactory marks should contact the PCAST office immediately.** A “U” requires a specific plan for improvement. This is serious, and members should not hesitate to ask for assistance.
- The six steps below can guide you through the response process.
 1. Please **attach** this response to my evaluation dated _____.
 2. **Thank You** - 1st paragraph: Thank your administrator for visiting your classroom, for positive comments, supportive remarks, genuine encouragement, and/or for satisfactory marks. Refer to specific examples that your administrator referenced.
 3. **Concerns** - 2nd paragraph: Address concerns whether in the form of written comments or NIs [needs improvement(s)] in a positive manner. Briefly offer any explanations or extenuating circumstances that might clarify a concern(s). Express your willingness to improve your teaching skills.
 4. **Contributions** - 3rd paragraph: Mention contributions you have made to your school during the current year. Include grants, special projects, committee work, sponsorships, and other activities that show your positive contribution to the school. Be specific and show pleasure in your accomplishments.
 5. **Thank You** - 4th paragraph: Thank your administrator for the opportunity to teach in your school and make a statement of your dedication to your school and the Putnam City School District.
 6. **Sign and Date** your response. Give a copy to your administrator and send a copy signed by you and your administrator to Human Resources to be attached to the original evaluation. This is negotiated and your right, so don't be hesitant to get the administrator's signature which simply means the administrator has seen the response.

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