



Summative Report Form for Principals and Vice-Principals

Instructions for Completing the Summative Report Form

- The appraisee completes the results section of the Performance Plan and submits it (along with explanatory notes and supporting documents) to the appraiser along with their Annual Growth Plan.
- The appraiser must attach a copy of the Performance Plan and the Annual Growth Plan to the Summative Report.
- The Summative Report is completed by the appraiser after a review of the results of the Performance Plan
- The appraiser's summary comments should reflect the assessment of the results achieved and the progress towards the results in the context of challenges met by the appraisee.
- The appraiser must determine a rating, "Satisfactory" or "Unsatisfactory" and sign the form.
- The appraiser must ensure that the appraisee receives a copy of the Summative Report within 10 school days of having received the completed Performance Plan for the appraisee.
- The appraisee may add comments if he or she wishes.
- The appraisee must sign the Summative Report form indicating receipt of the report and give a copy to the appraiser and forward a copy to Human Resources Department for the appraisee's personnel file.