

## **Information to be provided to the BTF to support appeal of “ineffective rating”.**

In order to effectively represent you for the Appeal of your **2014-2015** APPR we need the following information as soon as possible. You can provide this information through your personal email, fax (881-6678) or hard copy to the office. Please submit your appeal form as soon as possible, then proceed to compile the following information which can be provided at your convenience but no later than October 28, 2015.

The following is a list of information that will be required from you: (If you have not already submitted it to the BTF.)

- Total Composite Effectiveness Score. With final rating and letter from District.
  - Envelope showing date stamp if you have it.
- Much of the following information is found in PGS: Essentially we need all of the information relating to your APPR that is contained in PGS. We know that many pages have additional “clickable” options and you need to open and print them.
- Measures of Effectiveness 2014-2015 Evaluation Detail Shows:
  - Review Artifacts
  - Rate Artifacts
    - Attached Artifact uploads- (Only if artifact scores were an issue in your case.)
  - Pre-Observation Conference  
Gather Observation Evidence  
Post-Observation Conference  
Final Scoring
    - The above items should be available for both Unannounced and Announced Observations.
      - Include feedback info if provided.
  - Other Measures of Effectiveness – Overall scoring and signature page.
- SLO uploads and all attachments.
- LMA uploads and all attachments.
- Pre and Post Test scores for students attached to your roster.
  - For District created tests and/or State Assessments  
i.e.) ELA Assessment Trend Report by Level  
Math Assessment Trend Report by Level  
Regents results.
- Student Roster in PGS for 2014-2015 – as of BEDS day, as well as any other rosters loaded for 2014-2015. (There may not be multiple rosters, but if there are please print each of them.)

- For Teachers who receive a Growth Score for the 20% State portion of 4-8 ELA and Math: Teacher Student Roster Verification in State Growth Reporting System if you have an account; including student test scores for ELA and Math 4-8 if applicable.
- Teacher Improvement Plan- if one was implemented including page indicating accept or reject.
- Scores for “Other Measures of Teacher Effectiveness” = your 60% observation/artifact score that was due and likely delivered to you on or before the last day of school for the 2014-2015 school year (June 26, 2015).
- Print any communication between yourself and administration specific to your APPR. Including emails you may have sent to the [APPR-SLO@buffaloschools.org](mailto:APPR-SLO@buffaloschools.org)
- If you were on any type of leave (paid or unpaid) provide the dates of absence.
- Any evidence that administration overrode your SLO and/or LMA targets. i.e. emails or PGS documentation.

If you are unable to obtain the above listed information from PGS, Growth Reporting System/Teacher Student Roster Verification for 4-8 ELA and Math teachers, or other Test Result sites such as Data Dashboard, or Illuminate please send an email to [APPR-SLO@buffaloschools.org](mailto:APPR-SLO@buffaloschools.org) requesting the information. Specifically note that you are making this request in order to prepare for your 2014-2015 APPR Appeal. Please save the email that you send to [APPR-SLO@buffaloschools.org](mailto:APPR-SLO@buffaloschools.org) and provide us with a copy of same.

We will need to schedule a preparation meeting with you before attending the formal hearing. Formal hearings are not yet scheduled but will likely be held in late November and/or early December.

If you have any questions prior to us meeting please let us know.

Best Regards,

Deana Fox  
Dennis Licherelli  
Nick Whitman