

## ***TALENT ED EVALUATION COPY REQUEST FORM***

<b>NAME:</b>	<b>SCHOOL(S):</b>
<b>DATE OF REQUEST:</b>	<b>SIGNATURE:</b>
<b>EVALUATOR(S):</b>	<b>EVALUATION YEAR(S) REQUESTED:</b>

**I am requesting copies of the following documentation from Talent Ed:**

**All Talent Ed Evaluation Documents and Summative Evaluations**

**Summative/Final Rating Documents Only**

**Observations (Formal/Informal) Reports Only**

**Other: (Please List Below)**

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**Please complete and submit this form by scanning (must include employee signature) and emailing to [ryoung@altonschools.org](mailto:ryoung@altonschools.org) or through school mail to: ACUSD Administrative Center, ATTN: Rosemary Young, Human Resources.**

**NOTE: All requests should be submitted by October 30, 2018.**