

# Final Compass Evaluations: Grievance Process Notification Form

Employee's Name: \_\_\_\_\_

School: \_\_\_\_\_

## Employee directions:

The statements below contain information about the JPPSS grievance process. Please initial next to each line. Your evaluator will provide you with a copy of this form for your records.

\_\_\_\_\_ I can review the timelines and the JPPSS Grievance Policy located here: <http://jpschools.org/wp-content/uploads/2013/01/Evaluation-Grievance-Procedure.02.18.13.pdf>

\_\_\_\_\_ If I wish to file a grievance, I must do so using the grievance form in the Employee Portal located here: <https://www.applitrack.com/jppss/onlineapp/employee.aspx>

## For teachers in the following groups who receive Transitional Student Growth Data:

**4<sup>th</sup> – 8<sup>th</sup> grade:** ELA, Math, and Social Studies

**Up to 9<sup>th</sup> grade:** Algebra

**Up to 10<sup>th</sup> grade:** Geometry

\_\_\_\_\_ I acknowledge that my principal will receive *Transitional Student Growth Data* in July. This data can only have a positive impact on my Student Growth rating. Given that this data is forthcoming, I know that I may wait to initiate the grievance process until this data is available and my Compass evaluation is truly final. After TSGD is released, I will be able to follow the timeline outlined in the procedure linked above to initiate a grievance at that time.

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's signature

\_\_\_\_\_  
Date