

# Teacher Comment Form

Parent Comments

Staff Comments

Student Comments

Information regarding the performance of a teacher may be made by a parent, staff member, or student. The forms are to be submitted to the teacher's immediate supervisor. All forms must be signed. Any unsigned form will be destroyed. Teacher Comment Forms may be submitted at anytime and may be used as information during the teacher's evaluation.

**Teacher Name:** \_\_\_\_\_ **School:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Comments:*

*Where did you get this information?*

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Telephone: \_\_\_\_\_

Check here if you have talked with the teacher about this matter.

Check here if you would like a response.

Teacher's Response:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Response:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This document may be held in the Principal's files for two years. After two years, document will be destroyed if it has not been used in connection with an evaluation or other employment action. Copies will be returned to the employee and staff/parent/student.*

**\*\*Teacher Comment Forms will be addressed promptly\*\***