

**Tenured Teacher Appraisal  
Record of Initial Meeting Report**

**This form is to be sent to Human Resources Division along with the January Report. A copy is to be provided to the tenured teacher.**

**Teacher:****School(s):****Facilitator(s):****Assignment:****Comments:**

- ☐ The teacher and I have met to discuss the appraisal process.
- ☐ The teacher has been provided with the appraisal timelines and forms
- ☐ I have reviewed the teacher's Professional Growth Plan.

**Facilitator's Signature:** \_\_\_\_\_**Date:** \_\_\_\_\_