

## Forms ADMIN 450 Teacher Performance Appraisal: Approved and Sample Forms

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Ontario Ministry of Education. (2010). Teacher Performance Appraisal: Technical Requirements Manual.

[http://www.edu.gov.on.ca/eng/teacher/pdfs/tpa\\_manual\\_english\\_september2010l.pdf](http://www.edu.gov.on.ca/eng/teacher/pdfs/tpa_manual_english_september2010l.pdf)

The following approved, sample, and optional forms are provided in the Technical Requirements Manual.

- **Summative Report Form for New Teachers (Approved Form)—Appendix A**
- **Summative Report Form for Experienced Teachers (Approved Form)—Appendix B**
- Enrichment Plan for New Teachers (Sample Form)—Appendix C
- Improvement Plan for New Teachers (Sample Form)—Appendix D
- Improvement Plan for Experienced Teachers (Sample Form)—Appendix E
- Log of Teaching Practice for New Teachers (Optional Form)—Appendix F
- Log of Teaching Practice for Experienced Teachers (Optional Form)—Appendix G
- Annual Learning Plan for Experienced Teachers (Sample Form)—Appendix H

**Form ADMIN 450-01 Teacher Performance Appraisal: Notification of Evaluation Year**

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**Administrative Procedure Teacher Performance Appraisal**

**Moose Factory Island District School Area Board**

**Notification of Evaluation Year**

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

Academic Year: \_\_\_\_\_

Teacher: \_\_\_\_\_

Principal: \_\_\_\_\_

Part X.2 Teacher Performance Appraisal of the *Education Act* establishes performance appraisal standards and processes for boards to use in the evaluation of teachers throughout the province. This legislation and Ontario Regulation 98/02 Teacher Learning Plans and Ontario Regulation 99/02 Teacher Performance Appraisal establish the framework and mandatory requirements of the appraisal system.

This is an evaluation year. Your Annual Learning Plan will be discussed and completed as part of the process.

- You are in your first year of employment with this Board.
- You are being evaluated this year, as part of the five-year cycle.
- Other: \_\_\_\_\_

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

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Teacher's signature

Return to office by: \_\_\_\_\_

**A signed copy is to be returned to the Principal and copied to the Supervisory Officer.  
Teachers are advised to maintain a copy for their own records.**

**MOOSE FACTORY ISLAND DISTRICT SCHOOL AREA BOARD**

Part X.2 Teacher Performance Appraisal of the *Education Act* establishes performance appraisal standards and processes for boards to use in the evaluation of teachers throughout the province. This legislation and Ontario Regulation 98/02 Teacher Learning Plans and Ontario Regulation 99/02 Teacher Performance Appraisal establish the framework and mandatory requirements of the appraisal system.

**ANNUAL LEARNING PLAN**

The purpose of the Annual Learning Plan is to provide a meaningful vehicle to support experienced teachers' professional learning and growth in the evaluation year and the years between appraisals. The ALP is teacher-authored and -directed, and is developed in a consultative and collaborative manner with the principal. For further information, refer to section 8 of the *Teacher Performance Appraisal Technical Requirements Manual* (2010).

The Annual Learning Plan is prepared by the teacher in consultation with the principal. The consultation must include a meeting between the teacher and the principal in the course of the teacher's performance appraisal if the year is scheduled as an evaluation year for the teacher. In an evaluation year, this form will be finalized during the post-observation meeting. The teacher and the principal must sign the Annual Learning Plan for the year and each of them must retain a copy.

The duties of the principal may be delegated to the supervisory officer.

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Teacher's Last Name

Teacher's First Name

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Name of School

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Name of Board

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Assignment/Class

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Principal's Last Name

Principal's First Name

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Areas of professional growth that I am interested in pursuing:

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Rationale

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Strategies and timelines to address areas of professional growth

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Other

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Next date for review of the Annual Learning Plan (yyyy/mm/dd)

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Principal's comments on the Annual Learning Plan

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Teacher's comments on the Annual Learning Plan

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Principal's Signature

Date (yyyy/mm/dd)

[My signature indicates that the teacher consulted with me to review and update the Annual Learning Plan.]

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Teacher's Signature

Date (yyyy/mm/dd)

[My signature indicates that I reviewed and updated the Annual Learning Plan in consultation with my principal.]