

PERFORMANCE EVALUATION ADDENDUM

San Diego Unified School District

Instructions: This form MUST be completed when elements of Section I, II and/or Section III of the Summary Evaluation Report contain an "unsatisfactory" or "requires improvement" evaluation. The Addendum should be attached to the evaluatee and supervisor's copy of the Evaluation Worksheet. Should stated deficiencies not be corrected and appropriate action be required, the Addendum, together with all site or department records, will be requested by and forwarded to the Personnel Administration Department.

Employee Name

Soc. Sec. Number

Location Name

Describe areas of performance considered unsatisfactory or requiring improvement

Describe specific assistance provided (include dates)

Describe results of assistance (include dates)

ATTACH ADDITIONAL SHEETS IF NEEDED

EVALUATOR AND SUPERVISOR REVIEWER

EVALUATEE

Signature(s) - Signature

Title - Title

Date _____ Date _____ _____ Signature Date

I certify that this report has been
discussed with me. I understand
my signature does not necessarily
indicate agreement.