Appendix K: Unsatisfactory Appeal Form

TO: Superintendent _____& President, Peru Elementary Teacher's Association

FROM: [Teacher Name], [School/Building Name]

DATE: [Current Date]

SUBJECT: Formal Appeal of Unsatisfactory Summative Evaluation Rating

Pursuant to Article [X] of the Collective Bargaining Agreement and Public Act 101-0591, I am writing to formally appeal the summative evaluation rating of "Unsatisfactory" issued to me on [Date Evaluation Received].

Basis of Appeal (Check all that apply):

- ☐ **Procedural Error:** The evaluator failed to adhere to the required timelines, pre-/post-observation conference mandates, or observation quantities outlined in the District Evaluation Plan.
- ☐ **Evidentiary Error:** Relevant, submitted classroom artifacts or evidence of teaching practice were ignored or misapplied against the [Evaluation Rubric].
- ☐ **Evaluator Bias / Factually Inaccurate Data:** The rating relies on demonstrably inaccurate or unverified metrics.

Detailed Description of Grievance: *(Provide a concise narrative of the specific errors made during the evaluation cycle. Reference specific dates, benchmarks, and rubric domains.)*

Supporting Documentation Attached: *(List any attached evidence, such as lesson plans, screenshots of the evaluation system, or emails.)*

Requested Remedy: I request that the Appeals Panel revoke the "Unsatisfactory" rating and issue a corrected replacement rating of [Proficient / Needs Improvement] based on a fair evaluation of the facts.

Teacher Signature: _____ **Date:** _____