Frequently Asked Questions Help Guide

Where can I find the letters explaining the scoring for an evaluation?

- Employees can find their letter attached to their evaluation in PeopleSoft. Please refer to the "Guide for Signing Your Own Evaluation" for instructions on how to find it.

- Supervisors can find their school/department letters in the Principals' Sharepoint Center in a folder labelled "FY17_Evals": https://www.sdpbc.org/misc/rc/prc/Secure/Forms/AllItems.aspx

Who do I contact with a question regarding the Instructional Practice and/or Deliberate Practice score?

- Anthony Dougherty (anthony.dougherty@palmbeachschools.org or PX 46822)

Who do I contact with a question regarding the Student Performance Rating score?

- Paul Houchens (paul.houchens@palmbeachschools.org or PX 48780)

Where does an employee go to ask additional questions about their evaluation?

- Teachers, assistant principals, and principals can use this help form to ask questions and get a response from the appropriate department: https://form.jotform.com/53334320443950

Where does an employee go to dispute their evaluation?

- Teachers, assistant principals, and principals should discuss their evaluation with their supervisor. They can also write a letter disputing their evaluation and send it to the following address to be placed on their employee file:
  - Hal Toshek
  - Fulton-Holland Educational Services Center
  - A-152
  - 3300 Forest Hill Boulevard
  - West Palm Beach, FL 33406

What happens if the employee isn't available or refuses to sign their evaluation?

- The evaluation still needs to be processed. Please refer to the "Guide for Principals & Directors" for instructions on how to finalize these special situations.

Where do I go to monitor my school/department's progress with finalizing evaluations?

- Supervisors can monitor the progress of their school/department with regard to signing and releasing evaluations, please run the following query in PeopleSoft: PB_EVAL_STATUS_SCHOOL_FINAL