

MAINTENANCE SYSTEM FOR EVALUATION DOCUMENTS**DNA-R2**

The following procedures shall be followed with regard to summative evaluations and supporting documentation.

1. The campus principal will maintain the official file for each certified and paraprofessional employee assigned to that respective campus. The file shall include the evaluation instruments, supporting documentation, walk-thrus and secondary assignment evaluations such as coaches, band/choir assistants, etc.
2. The campus file will contain all complete evaluation instruments for the duration the certified or paraprofessional is assigned to the campus.
3. If a certified or paraprofessional employee transfers to another campus, the evaluation file will be transferred in its entirety to the new campus.
4. Upon leaving the district, the evaluation file will be transferred to the Assistant Superintendent for Personnel's office to be maintained until destroyed in accordance with our record retention schedule.