**PART Form #3 (FINAL SIGNATURES)**

**Performance Appraisal Review for Teachers (PART)**

**These signatures indicate that the PART process as described below has been completed.**

**FINAL PROCESS TO BE COMPLETED BY REVIEWERS**:

* After the Structured Interview, the PART Reviewers (including the Direct Supervisor) should meet to discuss and assess the evidence in the Portfolio binder or Review of Student Work documentation.
* Using the Danielson Rubric, PART Reviewers should reach consensus about the rating and optional narrative comments for each element within each Domain.
* The Direct Supervisor is responsible for inputting the PART Reviewers’ Evaluation into PeopleSoft (e-Performance).
* Because the PART Reviewers must have consensus on the ratings provided, the Direct Supervisor must print out the PART Evaluation and show this to the rest of the PART team to confirm consensus.
* All parties should sign this form to confirm that the PART process has been completed and to confirm that the uploaded evaluation is the one agreed-upon by the PART Reviewers.
* After this form is signed, the Direct Supervisor should upload this form into PeopleSoft (e-Performance) by May 21st.

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| **SIGNATURES** **By signing this form, all of us agree that we have completed the PART process as described above.**  |
| **Signature of Direct Supervisor:**  |  | Date: |  |
| **Signature of Reviewer #1 Teacher:**  |  | Date: |  |
| **Signature of Optional Reviewer #2 Teacher:** |  | Date: |  |
| **Signature of Teacher Being Evaluated:** |  | Date: |  |

Forms available on “PART Resources” page at the CIT Website: [www.rcsdk12.org/CIT](http://www.rcsdk12.org/CIT).