



**PORT JERVIS CITY SCHOOL DISTRICT**

**Request for Release of Annual Professional Performance Review – Principal  
Final Quality Ratings and Composite Effectiveness Scores  
Pursuant to Education Law Section 3012-c\***

New York State law allows parents and legal guardians of a student to request the effectiveness scores and final ratings of teachers and principals to which the student is assigned for the current school year.

*To request this information about your child’s current principal, please complete this request form and mail it to: Attn: Mrs. Dawn R. Lasch, Port Jervis City School District, 9 Thompson Street, Port Jervis, NY 12771. Upon receipt of the completed form and verification of student placement with principal, parent/guardian will be contacted by phone or email to set up an appointment at Thompson Street to review this information.*

Today’s Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_ School Attending: \_\_\_\_\_

Name of Parent/Legal Guardian: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Daytime Phone Number: (\_\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of Teacher: \_\_\_\_\_ Subject Area/Grade Level: \_\_\_\_\_

Name of Teacher: \_\_\_\_\_ Subject Area/Grade Level: \_\_\_\_\_

Name of Teacher: \_\_\_\_\_ Subject Area/Grade Level: \_\_\_\_\_

Name of Teacher: \_\_\_\_\_ Subject Area/Grade Level: \_\_\_\_\_

**\*Note:** Pursuant to Education Law Section 3012-c, classroom teachers and building principals are entitled to strict privacy rights with respect to the disclosure by the District of the information that will be furnished to you. We are confident that you will respect those privacy rights.