



NON-SCHOOL BASED ADMINISTRATOR EVALUATIONS

REBUTTAL AND APPEALS PROCESS

Written Rebuttal	Evaluation Appeal
An administrator may submit a Non-School Based Administrator Evaluation Rebuttal Form within seven (7) calendar days of the Final Evaluation Conference to Professional Learning and Licensure. The written rebuttal will be attached to the evaluation in Perform and provided to the evaluator. The evaluator will provide a written response to Professional Learning and Licensure within fourteen (14) calendar days. The response will be attached to the evaluation in Perform and provided to the administrator who submitted the rebuttal.	To request an appeal of an evaluation, the evaluated administrator will submit a Non-School Based Administrator Evaluation Appeal Form, which will be available on the ILEAD webpage in May, to Professional Learning and Licensure within seven (7) calendar days of the Final Evaluation Conference. Evidence and supporting documentation must be provided with the appeal. The evaluator will have an opportunity to provide a written response to Professional Learning and Licensure within seven (7) calendar days of being made aware of the appeal request. An evaluation appeal committee will review the request and make a determination. The committee's decision will be final and will be communicated in writing to the evaluated administrator and evaluator within twenty-one (21) calendar days of receiving the appeal request.