

LETTERHEAD

To: «Teacher_First_Name» «Teacher_Last_Name»
«Work_Location_1»

From: Name, Executive Director of Human Resources

Subject: **Senate Bill 7 Performance Rating Group**

Date: March 29, 2022

The following information has been collected as part of the district's process for complying with the Performance Evaluation Reform Act (PERA) and Public Acts 097-0008 (a.k.a. Senate Bill 7). The details of PERA and Senate Bill 7 can be found online at <http://www.isbe.net/PERA/default.htm>. This information is being provided so that you can verify or update what the district has on file. Please review this information and update or correct any data that appears below. Your license and endorsement information must be listed in the [Educator Licensure Information System \(ELIS\)](#).

All employees are required to sign and send this sheet back to the District Office even if there are no changes.

All information will be considered correct if this document is not returned to your building Principal by Tuesday, March 8, 2022.

Personal Information

Name	«Teacher_First_Name» «Teacher_Last_Name»		
Contractual Continued Service / Tenure Status (Yes = Tenured; No = Non-Tenured)	«Contractual_Continued_Service_Tenured_Y»		
Individual Employee Identification Number (IEIN)	«Teacher_IEIN»		
Confidential District Assigned Employee Number	«Teacher_Code»		
License(s)	«Teachers_License» «Additional_License_Held_by_Teacher_if_a»		
Current Position	«Title_of_Current_or_Other_Eligible_Posit»	Employment Status	«Employment_Status»
Full Time Equivalency	«Full Time Equivalent»		
Start Date in a Certificated Position	«Employment Date»		

License Endorsement(s)

(if any; ignore blank lines.)

«M_1_Teacher_License_Endorsement»
«M_2_Teacher_License_Endorsement»
«M_3_Teacher_License_Endorsement»
«M_4_Teacher_License_Endorsement»
«M_5_Teacher_License_Endorsement»

LETTERHEAD

Other Qualification(s) You Hold (if any; Ignore blank lines.)	
«M_1_Other_Qualification_Held_by_Teacher»	
«M_2_Other_Qualification_Held_by_Teacher»	
«M_3_Other_Qualification_Held_by_Teacher»	
«M_4_Other_Qualification_Held_by_Teacher»	
«M_5_Other_Qualification_Held_by_Teacher»	
«M_6_Other_Qualification_Held_by_Teacher»	
«M_7_Other_Qualification_Held_by_Teacher»	
«M_8_Other_Qualification_Held_by_Teacher»	
«M_9_Other_Qualification_Held_by_Teacher»	
«M_10_Other_Qualification_Held_by_Teacher»	
«M_11_Other_Qualification_Held_by_Teacher»	
«M_12_Other_Qualification_Held_by_Teacher»	

Evaluation Information			
Most Recent Evaluation Date (if any)	2021-2022	Most Recent Evaluation Rating (if any)	«M_1_Most_Recent_Evaluation_Rating»
2 nd Most Recent Evaluation Date (if any)	2020-2021	2 nd Most Recent Evaluation Rating (if any)	«M_2_Previous_Evaluation_Rating»
3 rd Most Recent Evaluation Date (if any)	2019-2020	3 rd Most Recent Evaluation Rating (if any)	«M_3_Previous_Evaluation_Rating»

Note: "No Evaluation" may simply mean that the evaluation was not completed in time for a final rating to be included on this report.

PA 097-0008 Group Status:	Final Group «Final_Group»
Performance Rating if in Group 2: <i>This only applies to employees in Group 2.</i>	«Performance_Rating_if_Group_2»

Here are the final steps in this task:

1. If necessary, please update any information that you believe to be incorrect. You can simply write on this document.
2. Please sign, date, and **return this document to your building Principal by Tuesday, March 8, 2022**. You should return this document regardless of whether you make any changes.
3. **Please check one of these options prior to signing this document.**

_____ All of the information listed above is correct and I made no changes.

_____ Some or all of the information listed above is incorrect and I made the necessary corrections.

_____ Other Eligible Positions: If you believe you qualify for placement under Other Eligible Positions based on the requirements on the Licensed Teacher Job Description attached (State License + Endorsement + Local Qualifications) – You MUST include the supporting backup documentation for the addition to be reviewed.

Employee Signature

Date

Printed Name