**Jefferson County Public Schools**

**Certified District Evaluation Appeal Documents and/or Witnesses**

Upon appeal of a summative evaluation to the District Evaluation Appeals Panel (DEAP), the evaluatee and evaluator are to complete this form and submit. If a review of documents only is requested as an appeal, this form and copies of all documentation are to be submitted electronically within five (5) calendar days of the initial notification of appeal. If a hearing is requested, this form and copies of all documentation, including witness statements, must be submitted electronically at least ten (10) calendar days prior to the scheduled hearing.

Employee’s Name:Click to Enter Name Munis ID#Click to Enter ID

Location: Click to Enter Location

Job Title: Click to Enter Job Title

Listing of Attached Documents:

1. Click here to enter text.

2. Click here to enter text.

3. Click here to enter text.

4. Click here to enter text.

5. Click here to enter text.

6. Click here to enter text.

(use second sheet if necessary)

Listing of Attached Witness Statements:

1. Click here to enter text.

2. Click here to enter text.

3. Click here to enter text.

Employee Signature Date

Submit all forms to:

ATTN: Jen Terry

Human Resources Department

Vanhoose Education Center

3332 Newburg Road

Louisville, KY 40218

Or via e-mail to [leapmlbx@jefferson.kyschools.us](mailto:leapmlbx@jefferson.kyschools.us)