

Jefferson County Public Schools

Certified Local Evaluation Appeal Documents and/or Witnesses

Upon appeal of a summative evaluation to the Local Evaluation Appeals Panel (LEAP), 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/Employer Signature

Date

Submit all forms to:

Office of Labor Management and Employee Relations
Van Hoose Education Center
3332 Newburg Road
Louisville, KY 40218

Or via e-mail to leapmlbx@jefferson.kyschools.us