

**Jefferson County Public Schools**

**Certified Local Evaluation Appeal**

This form is to be utilized by certified employees who wish to appeal their summative evaluation to the Local Evaluation Appeals Panel (LEAP). This form must be submitted within fourteen (14) calendar days following receipt of the evaluation. Upon appeal to the LEAP, a member of JCTA is not eligible to grieve the evaluation, though is still eligible to grieve any employment decision or action related to the evaluation.

Employee's Name: Click to Enter Name  
Enter ID

Munis ID#: Click to

Location: Click to Enter Location

Job Title: Click to Enter Job Title

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Date Summative Evaluation Received: Click to Enter Date.

Name of Evaluator: Click to Enter Name

*For the appeal to move forward, one of the lines below must be checked.*

Request for review of documents only

Request for a hearing before the Local Evaluation Appeals Panel

Provide a brief summary of reason(s) you are appealing your evaluation:  
Click to Enter Summary

*Submission of this form constitutes consent for the evaluation records to be presented to the Local Evaluation Appeals Panel for review.*

Employee's Signature

Date

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Submit this form and a copy of the summative evaluation 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](mailto:leapmlbx@jefferson.kyschools.us)

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*For office use only:*

*Date appeal received:*