

**CLERK, TRUANCY OFFICER  
Summative Appraisal Form**

Name \_\_\_\_\_

Location \_\_\_\_\_

Appraisal Period: From \_\_\_\_\_ to \_\_\_\_\_

Date of Review \_\_\_\_\_

**Directions**

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

**Rating Scale**

- 5 Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4 Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectation.
- 3 Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2 Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1 Unsatisfactory:** Performance is consistently unacceptable.
- 0 Not Applicable**

**JOB PERFORMANCE STATEMENTS**

**Attendance Enforcement**

- \_\_\_\_1. Investigates cases of unexcused and excessive absences and enforces provisions of compulsory attendance laws.
- \_\_\_\_2. Issues warnings; files complaints against students, parents, or individuals with parental control in accordance with compulsory attendance laws, Texas Education Code, and board policy; and refers to appropriate court.
- \_\_\_\_3. Interprets and communicates compulsory attendance laws and school policy to parents and students.
- \_\_\_\_4. Represents the school district in court hearings resulting from attendance problems.
- \_\_\_\_5. Investigates and reviews cases of suspected "no show" or dropout students.
- \_\_\_\_6. Assists the Director of Student Services with the verification of residences of all students enrolled in the school district.
- \_\_\_\_7. Registration of students, updating policy manuals, preparing Student Handbooks/Student Code of Conduct, and delivering confidential letters.

- \_\_\_\_8. Assists all school campus personal to insure that school age children will not be withdrawn from school illegally.
- \_\_\_\_9. Provides data and files gathered from school records and parent conferences on students to the Director of Student Services.
- \_\_\_\_10. Assists with the planning for zoning purposes to meet the needs of the school population, placement, and state mandates.

**COMMENTS:** \_\_\_\_\_

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**Consultation**

- \_\_\_\_11. Fulfill requests for school transcripts from individuals and institutes of higher learning.
- \_\_\_\_12. Provide Data Processing Department and other offices with records of newly entered students to place in student profiles record.
- \_\_\_\_13. Confers regularly with teachers, counselors, principals, and other staff to identify problems of attendance, and student truancy.
- \_\_\_\_14. Works closely with counselors, teachers, and other staff to identify and counsel students at risk of dropping out, as well as their parents.
- \_\_\_\_15. Confers with students and parents in matters of attendance and makes a reasonable effort to gain their cooperation to improve attendance.
- \_\_\_\_16. Conducts home visits and parent conferences on student truancy and attendance problems.
- \_\_\_\_17. Maintains contact and acts as liaison to local law enforcement agencies and courts in the area of student truancy.

**COMMENTS:** \_\_\_\_\_

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**Administration**

- \_\_\_\_18. Compiles, maintains, and files all physical and computerized reports, records, and other documents required, including records of all cases investigated and reports required by the commissioner of education.
- \_\_\_\_19. Implements and complies with policies established by federal and state laws, State Board of Education rule, and local board policy in the area of student attendance.
- \_\_\_\_20. Complies with all district and campus routines and regulations.
- \_\_\_\_21. Maintains a positive and effective relationship with supervisors.
- \_\_\_\_22. Communicates effectively with colleagues, students, and parents.
- \_\_\_\_23. Participates in professional development to improve skills related to job assignment.

**COMMENTS:** \_\_\_\_\_

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**Other**

\_\_\_\_ 24. Performs other duties assigned by supervisor.

\_\_\_\_ 25. Maintains confidentiality of information.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

What strengths does \_\_\_\_\_ possess?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are some improvements \_\_\_\_\_ can make to ensure a higher degree of success for students on this campus/department?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summative Conference Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Recommendation of Evaluator:** I have read and received a copy of this evaluation. I have reviewed this instrument.

\_\_\_\_ Renewal and/or Extension of Assignment

\_\_\_\_ Non-renewal of Assignment

\_\_\_\_ Termination of Assignment

\_\_\_\_ Non-extension of Assignment

\_\_\_\_\_  
Administrator (Print Name) Date

\_\_\_\_\_  
Administrator (Signature) Date

\_\_\_\_\_  
Employee’s Signature Date