

**REGISTRAR
Summative Appraisal Form**

Name _____ School 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 expectations.
- 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

General Duties

- ____1. Registers all new students.
- ____2. Maintains Academic Achievement Record and cumulative folder for every student.
- ____3. Mails transcripts of students moving to another school, applying for college, jobs or other needs.
- ____4. Checks in grade sheets every six weeks.
- ____5. Posts all labels on transcripts (ACT and SAT, STAAR, and end of year course exams).
- ____6. Makes corrections on and updates transcripts such as retrieval of credit, teacher grade changes, course not appearing on label or other errors.
- ____7. Completes Graduates PEIMS report.
- ____8. At the end of the year processes early ranking of the top 50 seniors, mails final transcripts for graduates, checks final grade prints for underclassmen and posts grade labels on transcripts.

COMMENTS: _____

Other

- ____9. Prepares cumulative folders of graduates for storage.
- ____10. Prepares academic achievement records of inactive students to be sent to permanent storage.
- ____11. Performs other duties assigned by supervisor.
- ____12. Maintains confidentiality of information.

COMMENTS: _____

Supervisory Responsibilities

- ____13. Assists in the supervision of volunteers.

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:

