

**DISTRICT REGISTRAR SUPPORT SERVICES
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 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. Manages and organizes data for all student enrollment policies.
- ____ 3. Works with campus registrars to maintain updated student enrollment and demographic information
- ____ 4. Assists other district staff in special programs, including PEIMS clerks in maintaining special programs data
- ____ 5. Collaborates with other district departments to maintain, update, and communicate school enrollment figures for public information purposes.
- ____ 6. Manages student inactive files in appropriate storage areas.
- ____ 7. Researches, compiles, monitors, and trains others on data/information storage and use for the purpose of ensuring compliance with federal, state, and district reports.

COMMENTS: _____

Other

- ____ 8. Prepares enrollment reports for district and campus administrative use.
- ____ 9. Performs other duties assigned by supervisor.
- ____ 10. Maintains confidentiality of information.

COMMENTS: _____

Supervisory Responsibilities

- ____ 11. Schedules regular meetings with campus enrollment clerks to ensure consistency of data entry.

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's Signature

Date

Employee's Signature

Date