

**CLERK, DATA ENTRY/NGS
Summative Appraisal Form**

Name _____ School Location _____

Position _____ Date of Review _____

Evaluator _____

Appraisal Period: From _____ to _____

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

Records and Reports

- ____1. Provides information from data base to Migrant Service Coordinator to assist in completing the Migrant S.A.S. yearly project application.
- ____2. Provides the auditable student information to the Migrant Service Coordinator for the yearly Migrant Performance Report.
- ____3. Develops and maintains auditable eligibility files for former and current migrant students by their campus.
- ____4. Reviews prior year eligibility forms and develops a list of students who were identified as former migratory students during the previous year.
- ____5. Verifies that each student has enrolled in the district and still resides in the area.

- ____6. Disseminates the migrant list to each clerk in the office to assist campus personnel in identifying the students and the service they have received during the year.
- ____7. Processes all completed eligibility forms as described by law.
- ____8. Makes original copy of Education Record, files in auditable file for use in auditing purposes.
- ____9. Provides copies of medical forms to ID&R recruiters to distribute to school nurses for updating the medical information on all identified migrant students in district.
- ____10. Provides a monthly update on all migrant students to campus personnel (principal, parental aide, nurse, and counselor).
- ____11. Maintains active/inactive ID&R files.
- ____12. Responsible for updates on all migrant students on:
 - End of semester grades
 - Immunization
 - Credit Accruals
 - Recommended Courses
 - Withdrawals
 - Mass Enrollment
 - Graduation and other termination dates on each student
 - Summer School
 - Eligibility Verification
 - Previous Coursework
- ____13. Requests and documents graduation plans for all secondary students
- ____14. Attends training sessions for Data Entry Specialist as they become available.

COMMENTS: _____

Other

- ____15. Performs other duties assigned by supervisor.
- ____16. 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's Signature

Date

Employee's Signature

Date