

MILLBROOK CENTRAL SCHOOL DISTRICT

Notice of the Right of Parents & Guardians to receive: Annual Professional Performance Review (APPR) Final Quality Ratings & Composite Effectiveness Scores pursuant to Education Law Section 3012-d

Education Law Section 3012-d prohibits the disclosure of annual professional performance reviews of individual teachers and principals under the Freedom of Information Law (Article 6 of the Public Officers Law).

While this information is not subject to disclosure to the general public, parents and legal guardians of students in the District have rights, upon request, to review and receive the final quality rating (i.e. Highly Effective, Effective, Developing or Ineffective) and composite APPR effectiveness score (0 through 100) of individual teachers and principals to which their children have been assigned for the current school year.

Parents and legal guardians may review and receive this information by mail, by telephone or in person.

Upon request a parent or legal guardian shall be entitled to receive an oral or written explanation of the composite effectiveness scoring ranges for final quality ratings; and be offered opportunities to understand such scores in the context of teacher evaluation and student performance.

The District has a legal obligation to make reasonable efforts to verify that any such request is a bona fide request by a parent or guardian entitled to review and receive such data pursuant to this paragraph. Consequently, we have created a form to be utilized when a parent or legal guardian requests information regarding their child's current teacher(s) and building principal.

This Form is available on the District's website at: www.millbrookcsd.org

In addition, this Form is available at the following schools:

Elm Drive Elementary School
12 Elm Drive
Millbrook, New York 12545

Alden Place Elementary School
41 Alden Place
Millbrook, New York 12545

Millbrook Middle School
43 Alden Place
Millbrook, New York 12545

Millbrook High School
70 Church Street
Millbrook, New York 12545

If you have any questions regarding this notice, please contact:

Ms. Caroline Hernandez Pidala
Assistant Superintendent
Millbrook Central School District Office
43 Alden Place
Millbrook, New York 12545
(845) 677-4200 x1107
caroline.hernandez-pidala@millbrookcsd.org

Mr. Philip D'Angelo
Superintendent of Schools
Millbrook Central School District Office
43 Alden Place
Millbrook, New York 12545
(845) 677-4200 x1100
philip.dangelo@millbrookcsd.org

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Effectiveness Scores pursuant to Education Law Section 3012-d**

Name of Parent(s)/Legal Guardian(s): _____

Name and ID number(s) of student(s): _____

Grade level of student(s): _____

Please write in the spaces provided below the name of the teacher(s) and Grade level/ subject area of instruction each teacher currently provides to the above-named student(s) for each teacher to whom the student is assigned for the current school year for whom you would like to receive the APPR composite effectiveness score and final quality rating:

Name: _____ Subject Area/Grade Level: _____

Name: _____ Subject Area/Grade Level: _____

Name: _____ Subject Area/Grade Level: _____

Name: _____ Subject Area/Grade Level: _____

Name: _____ Subject Area/Grade Level: _____

Please write in the space provided below the name of the building principal in the school to which the student is assigned for the current school year if you are also requesting his/her final quality rating and composite effectiveness score:

Name: _____ School: _____

I would like to receive the information requested above via (check whichever is applicable):

____ Regular Mail and my address is: _____

____ Telephone and my telephone number is: _____

____ **In person** (If this option is selected, please provide your telephone number in the space above and the District will contact you shortly after receipt of this form to schedule a date & time for a conference).

PLEASE RETURN THIS FORM TO THE APPROPRIATE PRINCIPAL AS LISTED:

Elm Drive Elementary School:	Ms. Karen Ferguson (karen.ferguson@millbrookcsd.org)
Alden Place Elementary School:	Mr. Thomas Libka (thomas.libka@millbrookcsd.org)
Millbrook Middle School:	Mr. Steven Cabello (steven.cabello@millbrookcsd.org)
Millbrook High School:	Mr. Eric Seipp (eric.seipp@millbrookcsd.org)

**Note: Pursuant to Education Law Section 3012-d, classroom teachers and building principals are entitled to strict privacy rights with respect to the disclosure by the District of the information that will be furnished to you. We are confident that you will respect those privacy rights.*