

Hand Delivered

Date

Teacher Name

Address

Location

RE: Preliminary Notice of Inadequacy of Classroom Performance

Dear <teacher>,

This letter serves a Preliminary Notice of Inadequate Classroom Performance, pursuant to A.R.S. 15-538, 15-538.01 and 15-539 as a result of deficiencies noted in your classroom performance during the <year> academic year in your capacity as a teacher at <location>. Your classroom performance was determined to be inadequate by definition of Inadequate Classroom Performance adopted by the Governing Board of the <district> in Policy GCO. A copy of Policy GCO is attached hereto and incorporated herein by reference. Under that definition, a teacher's classroom performance is inadequate if <statement of definition> .

The areas of teaching inadequacy requiring improvement to meet District standards include:

<Bulleted points of areas that were noted as inadequate>

Attached to this letter please find copies of the District's formal evaluation conducted on <date> and your Performance Improvement Plan.

You are hereby notified that unless you make substantial improvements in the above referenced areas, the Governing Board of <district> may initiate termination proceedings for inadequate classroom performance. You should take whatever steps are necessary to improve your classroom performance in the general categories set forth above. You will be provided with <list of resources available to teacher, i.e. coach, professional development>.

Pursuant to A.R.S. 15-538(A), you will have forty-five (45) instructional days within which to correct the inadequacies described in your evaluation and your Performance Improvement Plan. The time period for improvement will begin on <date> and end on <date>. An evaluation will be completed by your supervising Principal shortly after the conclusion of the improvement period. If, after completion of this evaluation, your classroom performance has not improved to meet District standards, a statement of charges may be brought to the Governing Board for dismissal.

Sincerely,

Superintendent

Enclosures:

Evaluation dated <state>

Performance Improvement Plan dated <date>

Governing Board Policy GCO, Evaluation of Professional Staff Members

Cc:

<Evaluator Name>, <title>|

Personnel File