



## RETENTION/STORAGE OF TEACHER EVALUATIONS REPORTS – PRINCIPAL’S COPY

Responsibility: Coordinating Superintendent, Human Resources & Equity Services  
Senior Manager, Human Resource Services

Legal References:

Related References: HR-98-250 Teacher Evaluation Report

Revisions: October 2021

Reviewed: January 2016, October 2021

### 1. Preamble

The following procedure is to be used for handling the principal’s copy of a Teacher Evaluation Report.

### 2. Procedures

- 2.1 The original copy of a Teacher Evaluation Report (HR-98-250) shall be maintained by Human Resource Services in the teacher’s Central Electronic File. Information from this copy is available to the principal, through the Senior Manager.
- 2.2 When a teacher leaves a school via retirement or resignation, the principal’s copies of the Teacher Evaluation Reports for that teacher shall be destroyed.
- 2.3 When a teacher leaves a school via exchange or leave of absence, the principal’s copies of the Teacher Evaluation Reports will be maintained in the home school for future reference.
- 2.4 When a principal leaves the school via transfer, retirement, resignation or exchange, the principal’s copies of the Teacher Evaluation Reports will all be maintained in the home school for future reference.
- 2.5 All principal’s copies of Teacher Evaluation Reports over ten (10) years old should be destroyed.
- 2.6 Since Teacher Evaluation Reports contain privileged information, the principal should take care in storage to ensure their security.