**Principal/Assistant Principal Performance Evaluations**

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| Click on the link for Principal/Assistant Principal Performance Evaluations |  |
| Under Select Member, on left side, Highlight Principal/Assistant Principal’s name |  |
| On the top right Click the box that says New Evaluation. |  |
| At the new evaluation screen, make sure all 4 boxes have a check in them. Click next. |  |
| At the evaluation status screenSelect the option you are needing. |  |