

**LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL DIVISION**

Name _____
Last First Middle

School / Office _____

Grade / Subject _____

Position _____

**EVALUATION OF SERVICE PERSONNEL
INITIAL PLANNING SHEET**

To be completed by the evaluatee and the original copy submitted by evaluator

Employee No. _____ Status _____

Location Code _____ Years at Present Site _____

First Assigned to this Site _____

Years of Service in Present Position

Class Code _____

NOTICE

Individuals will be evaluated based upon the stated objectives on this Initial Planning Sheet as well as areas addressed on the final evaluation form. Objectives should be written in relation to the California Standards for the Teaching Profession. Please type or print neatly.

OBJECTIVES	STRATEGIES TO MEET OBJECTIVES
<p>2. PLANNING AND DESIGNING INSTRUCTION</p>	

Submitted By _____
Evaluatee's Signature

_____ Date

Reviewed and approved by _____
Evaluator's Signature

_____ Position

At the initial planning conference held on _____
Date