

**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 \_\_\_\_\_ Years at \_\_\_\_\_  
Code \_\_\_\_\_ 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><b>5. PUNCTUALITY, ATTENDANCE AND RECORD KEEPING</b></p>	

Submitted By \_\_\_\_\_  
Evaluatee's Signature

\_\_\_\_\_  
Date

Reviewed and approved by \_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Position

At the initial planning conference held on \_\_\_\_\_  
Date