



Central Consolidated School District

"A Community of Learners Dedicated to Building Lives"

CCSD Administration Complex • Human Resources Department

PO BOX 1199, Shiprock, NM 87420 • Phone: 505-368-4984

School Year _____

Due May 9, 2025

EVALUATION PACKET COVER SHEET

(used for all staff members)

Employee Name: _____

Position: _____ Location: _____

Evaluation Packets

Attach this form to the front of the Evaluation Packet in the following order:

1. Evaluation Packet Cover Page
2. Signed Grade Summative Report
3. Signed Reflection
4. Signed Evaluation Packets must be scanned and emailed to HR
(benatw@centralschools.org)

Email the Evaluation Packet to HR

5. Scan together, **by employee**, all evaluation documents. All documents for an employee must be grouped together.
6. Label the attachment by employee's name.
7. Submit all Evaluation Packets as email attachments.
8. Use "**EVALUATION PACKETS (SCHOOL/LOCATION)**" as the email subject line.

**Paper evaluation forms will NOT be accepted.