

# PERFORMANCE EVALUATION ADDENDUM

San Diego Unified School District

---

---

Instructions: This form MUST be completed when elements of Section I, II and/or Section III of the Summary Evaluation Report contain an "unsatisfactory" or "requires improvement" evaluation. The Addendum should be attached to the evaluatee and supervisor's copy of the Evaluation Worksheet. Should stated deficiencies not be corrected and appropriate action be required, the Addendum, together with all site or department records, will be requested by and forwarded to the Personnel Administration Department.

---

---

Employee Name

Soc. Sec. Number

Location Name

---

Describe areas of performance considered unsatisfactory or requiring improvement

---

Describe specific assistance provided (include dates)

---

Describe results of assistance (include dates)

ATTACH ADDITIONAL SHEETS IF NEEDED

---

EVALUATOR AND SUPERVISOR REVIEWER

EVALUATEE

\_\_\_\_\_  
Signature(s)                      -                      Signature

\_\_\_\_\_  
Title    -                      Title

Date \_\_\_\_\_                      Date \_\_\_\_\_                      \_\_\_\_\_                      Signature    Date

I certify that this report has been  
discussed with me. I understand  
my signature does not necessarily  
indicate agreement.