



Bay District Schools Summative Evaluation Request

In order to receive a copy of a Summative Evaluation, former or inactive employees must complete the information below and submit via mail, email or fax to:

Bay District Schools
Attn: Human Resources – Executive Director
1311 Balboa Ave.
Panama City, FL 32401

850-747-4279 (fax) hr@bay.k12.fl.us

(A copy of the notarized form is acceptable for requests made by email or facsimile.)

Name at time of employment: _____

Phone: _____ Email: _____

Type of request: Unsigned Summative Evaluation(s)
 Principal and employee signed Summative Evaluation(s)

Evaluation year(s) requested: _____

Preferred delivery method *(choose one):*

Email to: _____

Mail to: _____

Signature: _____ Date: _____

State of _____, County of _____,

Sworn to and subscribed before me this _____ day of _____, 20__ by

_____, who is personally known to me or who has produced _____
as identification.

Notary Public Signature

Typed/Printed/Stamped Notary

Notary Public Commission Number and Expiration Date