



SPECIAL SERVICES, JOHNSON COUNTY and SURROUNDING SCHOOLS:
Certified Personnel Performance Checklist for Student Evaluations

CPPC-3

Person Completing the Form ___ Building Administrator ___ Co-op Administrator ___ Other: _____

Name of Employee being evaluated: _____ Evaluator: _____

School/Corporation: _____ Date: _____

The following checklist will be completed by a primary or secondary evaluator when reviewing evaluation reports prepared by the employee being evaluated. Thank you.

Is this an initial referral? ___ Yes ___ No

Type of evaluation being reviewed (speech, psych, ot, pt, etc.): _____

	Expectations	Yes	No	Not Observed	Not Applicable
1	Report is well organized/components are clearly identified.				
2	Contains all of the required components of a complete report including:				
	Reason for Referral/Referral Question.				
	Review of past evaluations and summary of past findings.				
	Review of current testing.				
	Test results.				
	Interpretation of test results.				
	Summary of findings/clinical impressions/opinions.				
	Suggestions/Recommendations.				
3	Test results/interpretations/recommendations are written in understandable terms.				
4	Suggestions/recommendations are relevant to the child's performance and practical for implementation.				
5	Evaluation answers the referral questions and provides a clear direct diagnostic picture.				
6	Evaluation aligns with Article 7 eligibility requirements.				
7	Report is professionally written including correct spelling, grammar and punctuation.				

Strengths/Concerns/General Notes/Recommendations: