

Dear Administrator,

You are on an interim evaluation for the 2020-2021 school year.

#### Action Steps

1. Login into Perform (<https://jordandistrict.tedk12.com/sso/Account/Login>)
2. Select 'My Folder' in the upper left of the screen
3. Select 'Tasks' from the drop down
4. Scroll down to see the interim options
5. Select 'Go to Form' on the right side of 'Beginning of the Year – Administrator Interim Evaluation'
6. Complete the self-evaluation with ratings (no evidence) and the 3 required goals located at the bottom of the sheet
7. Notes:
  - a. You can 'Save Progress' if you wish to complete the interim during multiple settings.
  - b. \*\*\*\*Only click 'Save and Submit' when you are completely finished with the document.

If you have questions, please contact Rebecca Lee in the JES Office at (801) 567-8369 or [rebecca.lee@jordandistrict.org](mailto:rebecca.lee@jordandistrict.org) .