## KEEP BUILDING LEADER EVALUATION PROCESS

## **Step 3: Discussion Summaries**

Educator Name	School Year	Evaluator	
This form may be repeated as many times as necess	sary. Each form is to summarize one feedback mee	eting.	
Date of discussion			
<b>Evaluator</b> - Summarize Discussion			
<b>Evaluatee</b> - Comments			
Evaluator Signature		Date	
Evaluatee Signature		Date	