

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

Subject: JCPS Teacher Evaluation

I hope this letter finds you well. I am writing to formally submit my evaluation for the [specific evaluation period, e.g., 2022-2023 school year] as part of the Jefferson County Public Schools (JCPS) teacher evaluation process.

As I reflect on my teaching practices, I am proud to highlight the following areas of strength:

1. [Strength 1: E.g., Student Engagement]
2. [Strength 2: E.g., Curriculum Implementation]
3. [Strength 3: E.g., Classroom Management]

Additionally, I recognize areas for growth and improvement:

1. [Area for Improvement 1: E.g., Technology Integration]
2. [Area for Improvement 2: E.g., Differentiated Instruction]

To support my professional development, I plan to [mention specific strategies or resources you will pursue].

I appreciate the support and feedback from you and my colleagues throughout this evaluation period. I look forward to your insights and continue to grow as an educator.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[School's Name]