

## Employee Evaluation Records Available in MyRecords

In an effort to better serve district employees, Human Capital Management is making the following performance management evaluation information available for employees to access in MyRecords beginning February 27<sup>th</sup>, 2018:

- 3R Appraisal Evaluation 2016-17 – present
- APEI Summative Performance Evaluation 2016-17 – present
- PEI Appraisal Document 2016-17 – present
- CMS Appraisal Evaluation 2015-16 – present
- TEI Scorecard 2014-15 – present
- TEI Summative Performance Evaluation 2014-15 – present
- SCEI 2016-17 – present
- LPDAS 2016-17 – present

MyRecords is a secure self-service portal where you can access employee evaluation records.

To access MyRecords, you can log in to [myrecords.dallasisd.org](http://myrecords.dallasisd.org) using your EAD username and password.

A Quick Reference Guide to help you access and retrieve your evaluation records in MyRecords is available [here](#).

If you should find an issue with your records, please complete the *Employee Records Issue Form* in the application and an HCM team member will resolve your issue.

If you have trouble logging in to MyRecords, please contact the TAC Help Desk at (972)925-5630.

The link to MyRecords can be found on inet under Forms → Human Capital Management.

Thank you,  
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