

SUBSTITUTE PERFORMANCE EVALUATION REPORT

5:220-E Exhibit - Unsatisfactory Performance Report for Substitute Teacher

The following areas are a concern for _____ School for the substitute named below.

Substitute Name _____ ID # _____

Date of Substituting _____ Assignment _____

Area of concern with a short explanation:

<input type="checkbox"/> Lack of classroom control	
<input type="checkbox"/> Accurate records not kept	
<input type="checkbox"/> Failed to provide written feedback	
<input type="checkbox"/> Physical aggression against student	
<input type="checkbox"/> Received parental complaint	
<input type="checkbox"/> Did not follow lesson plans or routines	
<input type="checkbox"/> Other	

Lack of Professionalism:

<input type="checkbox"/> Inappropriate dress	
<input type="checkbox"/> Arrived late and/or left early	
<input type="checkbox"/> Improper language	
<input type="checkbox"/> Other	

These incident(s) were reported by:

- Students
- Staff
- Both

In the future, I would prefer NOT to have this substitute assigned to:

<input type="checkbox"/> Teacher's name	
<input type="checkbox"/> Entire grade level	
<input type="checkbox"/> The building in any capacity	

Employee's Signature

Date

- I have discussed this incident with the substitute and made them aware of this exclusion request.**

Principal's Signature

Date

APPROVED: