

Substitute Teacher Performance Report
(Please complete when performance is unsatisfactory, only)

Date of Assignment:

Name of Substitute Teacher:

Form filled out by (Name of Regular Teacher):

Building:

Grade:

Subject:

1. Does it appear that your lesson plans were followed? Y N

Comments:

2. Did the substitute leave you a report of the day's activities? Y N

Comments:

3. Was the physical status of your classroom environment in tact upon your return to work? Y N

Comments:

4. Other Comments:

Please e-mail this form to the building administrator within two days after your return to work.

Administrative Action

Administrators should meet with the substitute teacher to investigate any unsatisfactory ratings/issues and then send this form to the Department of Human Resources with any additional information in order for a substitute teacher status decision to be made.

Date of meeting:

Nature of issue or reason to meet:

Recommendation:

Name of Administrator:

Date: