

**Professional Personnel**

**Exhibit - Unsatisfactory Performance Report for Substitute Teachers**

*To be submitted to the Building Principal. Please print.*

Substitute's name \_\_\_\_\_ ID # \_\_\_\_\_

School \_\_\_\_\_ Assignment \_\_\_\_\_

Classroom teacher's name \_\_\_\_\_ Date of substitution \_\_\_\_\_

Areas of concern with a brief explanation:

- Arrived late and/or left early \_\_\_\_\_
- Inappropriate dress \_\_\_\_\_
- Improper language \_\_\_\_\_
- Lack of classroom control \_\_\_\_\_
- Accurate records not kept \_\_\_\_\_
- Failed to provide written feedback \_\_\_\_\_
- Physical aggression against student \_\_\_\_\_
- Received parental complaint \_\_\_\_\_
- Did not follow lesson plans or routines \_\_\_\_\_
- Other \_\_\_\_\_

Reported by:     Student     Staff     Both

In the future, please do not assign this substitute to:

- Classroom/Teacher's name \_\_\_\_\_
- Grade level \_\_\_\_\_
- Building \_\_\_\_\_
- In any capacity \_\_\_\_\_

Reporter's name (*printed*) \_\_\_\_\_

Reporter's signature \_\_\_\_\_

\_\_\_\_\_ Date

[August 28, 2017]

