

**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

Adopted:    4/28/2009

Revised:    7/17/2012, 6/17/2017