



SUBSTITUTE CONCERN REPORT & BLOCK REQUEST

This form documents concerns about a substitute's conduct or performance in the classroom and requests review for a possible classroom, school, or district assignment restriction ("block"). Complete all sections that apply, then submit the form to your school administrator and then suboffice@jordandistrict.org.

STEP 1 — IDENTIFICATION

Substitute's Name

Date(s) of Assignment

School

Grade / Subject

Name of Teacher Subbed For

Frontline Job Number (if known)

Email Address

Form Completed By

Teacher

Administrator

Admin. Asst.

STEP 2 — INCIDENT SEVERITY (select the level that best fits before describing the incident)

LEVEL	EXAMPLES OF THIS LEVEL	SCHOOL INVOLVEMENT
LEVEL 1 Professional Concern	Did not follow lesson plan, lack of engagement, phone/device use, messy classroom.	<i>Minimal — documented for HR's file; typically no further action needed from the school.</i>
LEVEL 2 Significant Concern	Unprofessional language, inappropriate conversations, left students unattended, disruptive classroom.	<i>Moderate — administrator reviews and signs the form; HR may follow up for more detail.</i>
LEVEL 3 Serious Incident	Physical contact, discrimination, harassment, threats, or a student safety concern.	<i>Ongoing — administrator partners with HR's Assistant Director through the investigation.</i>

Select the Level That Best Describes This Concern

Level 1 — Professional Concern

Level 2 — Significant Concern

Level 3 — Serious Incident

STEP 3 — TYPE OF CONCERN (check all that apply)

Did not follow lesson plans

Poor classroom management

Inappropriate conversation with students

Unprofessional language

Physical contact with students

Left students unattended

Other:

Phone / personal device use

Arrived late / left early

Disrespectful to students

Disrespectful to staff

Confidentiality violation

Student safety concern

STEP 4 — DESCRIPTION OF INCIDENT

STEP 5 — WITNESSES / DOCUMENTATION (optional — check all that apply)

Administrator notified during the day

Camera footage available

Parent complaint received

Student statements available

Other staff witnessed incident

Other:

Witness Name(s), if applicable

STEP 6 — TEACHER RECOMMENDATION & SIGNATURE

A classroom block applies only to the teacher's room noted above; the substitute may still be assigned elsewhere in the school or district unless an administrator requests a broader block below.

Teacher Recommendation (mark one)

Document concern only (no block requested)

Block this substitute from my classroom

Teacher Signature

Date

STEP 7 — ADMINISTRATOR RECOMMENDATION & SIGNATURE

A school-wide block removes the substitute from all assignments at this location pending HR review; select this option to escalate the concern to the Substitute Office and HR.

Principal / Administrator Recommendation (mark one)

Document concern only (no block requested)

Block this substitute from this classroom only

Request school-wide block review (District Substitute Office / HR)

Administrator Signature

Date

FOR HUMAN RESOURCES USE ONLY

Date Received by HR

Level Confirmed by HR

1

2

3

Action Taken (check all that apply)

Substitute Office — Level 1

Reminder email sent

Notice placed on file

Classroom block entered

School-wide block entered

District-wide block entered

HR Administration — Level 2 & 3

Warning letter sent (Level 2)

Investigation opened (Level 3)

Warning issued to substitute

Substitute terminated

HR Signature

Date