

SUBSTITUTE EVALUATION FORM

Substitutes Name: _____ **Date(s) Substituted:** _____

School: _____ **Grade/Subject:** _____

Substituted For: _____ **Completed by:** Teacher Admin. Admin. Asst.

Substitute Performance Feedback

Comments/Explanation

- | | | |
|--|--|--|
| Arrived on Time | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Followed Lesson Plans/Directions | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| <i>If "NO" Did the Substitute Explain Why?</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Respectful, Fair & Consistent with Students | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Maintained Proper Relations with Students | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Maintained Professionalism with Staff | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Classroom/Work Space left Orderly/Neat | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Maintained Classroom Management | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Covered Other Class During Conf. Period | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

General Notes/Comments

- Recommended Action with Substitute:**
- Notice to HR ONLY**
Evaluation will be placed in the Substitutes file.
 - Letter of Concern**
A Letter is sent to the Substitute regarding these concerns. The letter will be kept in the Substitutes file.
 - Prohibit Substitute in My Classroom**
A Letter of Warning is sent to the substitute and they are blocked from accepting jobs for you. A third Letter of Warning may result in termination.

Teacher/Employee Signature

Date

Principal Only

- Recommended Action with Substitute:**
- Notice to HR ONLY**
Evaluation will be placed in the Substitutes file.
 - Letter of Concern**
A Letter is sent to the Substitute regarding these concerns. The letter will be kept in the Substitutes file.
 - Prohibit Substitute in this Classroom Only**
A Letter of Warning is sent to the substitute and they are blocked from accepting jobs for this teacher. A third Letter of Warning may result in termination.
 - Prohibit Substitute at this Location**
A Letter of Warning is sent to the substitute and they are blocked from accepting jobs at your location. A third Letter of Warning may result in termination.

Dept. Supervisor/Principal Signature

Date

HR ONLY

- | | | | |
|--|--|---|---------------|
| <input type="checkbox"/> Evaluation Placed in Sub File | <input type="checkbox"/> Letter of Concern sent (date) _____ | <input type="checkbox"/> Warning Letter sent (date) _____ | |
| | Number of Concerns: _____ | Warning Letter Number: _____ | |
| _____
Sub. Office Signature | _____
Date | _____
HR Administrator Signature | _____
Date |