

Request to Restrict Classified Substitute



Name of substitute: _____

Site: _____

Date: _____

Administrator talked to substitute regarding this report. Please verify that a supervisor/administrator has communicated the concern to the sub. Phone: _____ In Person _____
Date Date

Do not send sub back to this building

Do not send sub back for the following teachers(s): _____

- Did not follow lesson plans/sub folder
- Did not take attendance
- Did not leave written communication for regular classroom teacher
- Inappropriate use of internet
- Did not teach class/engage students
- Arrived late
- Left early
- Did not communicate with office staff
- Poor interaction with staff
- Was unpleasant/disrespectful to staff
- Was unpleasant/disrespectful to students
- Lacked classroom management
- Other

Please give additional information regarding the restrict request and the communication with the substitute:

Principal's Signature: _____