

5:220-E Exhibit - Unsatisfactory Performance Report for Substitute Teacher

SUBSTITUTE PERFORMANCE EVALUATION REPORT

The following areas are a concern for _____ School for the substitute named below.

Substitute Name _____ ID # _____

Date of Substituting _____ Assignment _____

Area of concern with a short explanation:

☐ 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	

Lack of Professionalism:

☐ Inappropriate dress	
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☐ Arrived late and/or left early	
☐ Improper language	
☐ Other	

These incident(s) were reported by:

- ☐ Students
- ☐ Staff
- ☐ Both

In the future, I would prefer NOT to have this substitute assigned to:

☐ Teacher's name	
☐ Entire grade level	
☐ The building in any capacity	

Employee's Signature

Date

- ☐ **I have discussed this incident with the substitute and made them aware of this exclusion request.**

Principal's Signature

Date

Approved by the Board form: 8-22-22

Harlem School District 122