

**APPENDIX I**  
**FRANKLIN PIERCE SCHOOL DISTRICT**  
**Feedback on Day-to-Day Guest Teacher**

Date Substituted	Name of Guest Teacher	
Grade/Subject	School	Teacher Substituted For

**Please check the appropriate box**

- |   | Yes                      | No                       | No Data                  |
|---|--------------------------|--------------------------|--------------------------|
| 1. Follow lesson plans and instructions .....                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Demonstrates effective classroom management.....                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Utilizes effective human relations/and or communication skills .....           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is punctual.....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Assumes responsibility for duties assigned to regular teacher .....            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is conscientious about equipment, instructional materials, records and reports | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Is on duty and available during the professional workday .....                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Communicates with the regular teacher, either by telephone or in writing.....  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Comments:**

**Recommendation:**

- Continue on Substitute List
- Remove from Substitute List
- Do not assign substitute to this classroom again
- Do not assign substitute to this building again
- Continue on list, but with reservations as given above

**Prepared by:**

- Principal
- Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature