



## **SUBSTITUTE TEACHER EVALUATION REPORT**

To be completed by the campus administrator

**Name of Substitute:**

**Campus:**        **Select Elementary**        **Select Secondary**

**Dates of Service:** (Format Dates mm/dd/yy)        **thru**

**Substitute for:**

**Instructions:** This evaluation form is to be used by the campus administrators for the following purposes: (1) commending a substitute teacher for his/her performance, or (2) bringing to the attention of the substitute teacher and Personnel department unsatisfactory performance or behavior.

**Comments:**

**We are requesting that this substitute be removed from our campus regarding the above situation. (Form will not be honored without Documentation that the substitute has been contacted)**

**We will continue to use this substitute on our campus; however the substitute is aware that it will be on a probationary status. (Share comments above)**

**We have met with the substitute regarding the above situation. We want to continue to use this substitute.**

The substitute teacher's signature does not necessarily imply agreement with the appraisal, but simply indicates that the substitute teacher has read the report and has been given the opportunity to review it.

**Date:** \_\_\_\_\_ **Principal:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Substitute:** \_\_\_\_\_

**Please print, sign and send a copy to Derrell Coleman and Jennifer Vargas in Personnel Office.**