

## **EXCLUSION FORM FOR SUBSTITUTE TEACHERS AND PARAEDUCATORS**

School \_\_\_\_\_

Employee Absent \_\_\_\_\_

Date of Assignment \_\_\_\_\_

Substitute Assigned \_\_\_\_\_

Check one or more categories below that pertain to the unsatisfactory performance of the substitute assigned for the above employee and give a brief explanation of the problem in the space provided. The substitute will not be excluded without an explanation of the problem and a principal's signature on the form. Completed form should be sent to the Human Resource Office. ***Substitutes will receive a copy of the exclusion form and have the opportunity to respond to the Associate Directors of Certified or Classified Personnel.***

Unprofessional appearance or attitude ☐

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Poor classroom management ☐

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Failure to follow lesson plans ☐

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Use of inappropriate language or media ☐

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Violation of school policy (computer use, student supervision, leaving campus, etc) ☐

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Other (explain) ☐

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Principal follow up:	Exclusion from:
<input type="checkbox"/> Spoke with the substitute regarding this issue	<input type="checkbox"/> Exclude substitute for entire school
<input type="checkbox"/> Unable to follow up, received after the substitute had left this location	<input type="checkbox"/> Exclude substitute for the above employee

\_\_\_\_\_  
Date

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