

Request to Exclude Substitute from Site/Department

TO: Human Resources

FROM: _____

SITE: _____

SUBSTITUTE EMPLOYEE: _____ PHONE NUMBER: _____

Certificated

Classified

ALLEGATIONS/CONCERNS:

Ongoing Issues Isolated Incident - Date: _____

Was HR notified of issues/concerns? Yes No

HR employee who was notified: _____

Issue(s)/Concern(s): _____

Administrator met with substitute on (date): _____

Meeting Details (additional space on back): _____

Administrator's Recommendation to HR:

Exclude from substituting at site/dept

Continue to substitute with reservation

Exclude from specific teacher's classroom. Name of Teacher _____

FOR HR USE ONLY

Substitute not excluded

Substitute excluded from site/dept: (Date) _____

Substitute removed from District substitute list (date): _____

Other _____

