



SUBSTITUTE TEACHER PERFORMANCE REPORT

www.santapaulaunified.org

Date of Absence	School	Grade/Curriculum
Name of Substitute	Name of Absent Employee	

Please answer the following questions on the substitute sent to replace you during your illness/leave/absence, and return this form to your principal.

		Yes	No
1. Was the substitute punctual?			
2. Were your lesson plans followed?			
3. Was there any indication the substitute had trouble controlling the group?			
4. Was work explained clearly and adequately?			
5. Was knowledge of the subject matter apparent?			
6. Did substitute establish satisfactory relationships with pupils?			
7. Did substitute follow time schedules?			
8. Did substitute leave a summary of activities?			
9. Were papers corrected (if applicable)?			
10. Was the classroom left clean and presentable?			

TEACHER COMMENTS:

PRINCIPAL COMMENTS (REQUIRED):

Principal: Should this substitute be added to:		Yes	No
Teacher's exclusion list?			
Grade level exclusion list?			
Your site exclusion list?			

PRINCIPAL'S SIGNATURE: _____