

# Human Resources Department

## SUBSTITUTE INCIDENT REPORT

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Certificated  Classified

### 1. SUBSTITUTE'S INFORMATION

\_\_\_\_\_  
Substitute Name

\_\_\_\_\_  
Classification

### 2. SUPERVISOR INFORMATION

\_\_\_\_\_  
Supervisor's Name

\_\_\_\_\_  
Supervisor's Title

\_\_\_\_\_  
Site/Location

### 3. INCIDENT DETAILS

(Please provide a detailed account of the incident, including specific actions or behavior that led to this report. Attach any additional documentation if necessary.)

### WITNESSES (IF ANY):

(List any individuals who observed the incident or were involved in any way.)

### 4. PRIOR CONVERSATIONS WITH SUBSTITUTE

#### Date(s) of Prior Conversations:

(List any dates on which you had discussions with the substitute regarding concerns or issues leading up to this incident.)



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### Summary of Conversations:

(Provide details of the discussions, including any warnings given or corrective actions suggested.)

### 5. Supervisor's Action/Recommendation

#### Action Taken:

(Describe any immediate actions taken in response to the incident.)

#### Site/Department Administrator Recommendation:

Block from Classroom/Teacher

Block from Site

### 6. Additional Comments

Substitute was Notified:  Yes  No

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**RETURN TO:** Human Resources

**Dana Curtis (Certificated) or Alejandra Gonzalez (Classified)**

**HUMAN RESOURCES**

Block from Site  Block from Class  Termination

\_\_\_\_\_  
Assistant Superintendent of Human Resources or Designee

\_\_\_\_\_  
Date

Adelanto Elementary School District strives to be the High Desert's premier learning establishment where dreams are awakened, academic achievement soars, and integrity leads the way to future success.

