

Unsatisfactory Performance Report for Substitute Teachers Principal's Report

The following areas are a concern for _____ School for the substitute named below.

Substitute's name: _____ Date of substituting: _____

Assignment: _____

Area of concern with a short explanation:

Lack of classroom control

Accurate records not kept

Failed to provide written feedback

Physical aggression against student

Received parental complaint

Did not follow lesson plans or routines

Other _____

Lack of professionalism:

Inappropriate dress

Arrived late and/or left early

Improper language

Other _____

Additional Comments:

These incident(s) were reported by:

Students

Staff

Both

In the future, I would prefer NOT to have this substitute assigned to:

Teacher's name: _____

Grade level: _____

Principal's signature: _____ Date: _____

Please submit this report to the Assistant Superintendent.