

Substitute Teacher Report

Please use this form to document substitute teacher concerns. In order to provide the substitute teacher with an opportunity to respond to the concern(s), contact him/her before submitting the report. E-mail the completed form to either Kate Rodriguez, Area 1/Longmont Feeder - HR Executive Director, Sarah James, Area 3 or 4 - HR Executive Director, or Jessica Stitz, Niwot Feeder - HR Executive Director. Please also forward a copy to LeAnn Cooper in the Department of Human Resources.

Administrator Making the Report:

Date of Report:

School:

Substitute Name:

Phone:

Date of Contact:

Summary of Concern: (Include date, assignment, specific issues, etc)

Substitute's Response: (Include date of contact, response of concerns, etc.)

After my conversation with the substitute teacher, I recommend that he/she does not return to this school. (type yes or no)

For Human Resources use only: Received:

Date: