

Everett Public Schools
Human Resources Department
Substitute Feedback Form

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Certificated

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Classified

This form is designed to provide accurate information regarding the effectiveness of certificated and classified substitutes. The building administrator should complete and return to **Substitute Services -Human Resources Dept.** within two weeks of assignment.

The following steps are taken:

- HR reviews
- Copy sent to substitute
- Block applied or other action taken

Substitute Name: _____ School: _____

Assignment/Teacher: _____ Day(s) Worked: _____

What are the substitute's strengths? _____

What are areas the substitute needs to improve upon? _____

Comments/concerns regarding specific assignments: _____

Future Assignment Recommendation

- ___ Please assign him/her again
___ Please do not assign him/her again to this classroom
___ Please do not assign him/her to this school

Information provided by:

Name Date

Principal/Assistant Principal Date