

Human Resources Department

SUBSTITUTE INCIDENT REPORT

Certificated **Classified**

SUBSTITUTE'S INFORMATION

Substitute Name

Classification

INCIDENT

Date of Incident

Assignment/Absent Employee

School Site

REASON

I do not wish to have this Substitute called again for the following reason:

Site/Department Administrator Recommendation:

- Block from Classroom/Teacher
 Block from Site

Principal's Signature

Date

RETURN TO: Human Resources – Substitutes (Certificated/Classified)

HUMAN RESOURCES

- Block from Site Block from Class Termination

Carlos Moran, Assistant Superintendent of Human Resources

Date

