

St. Lucie Public Schools
Substitute Do Not Call/Recommendation for Additional Substitute Training Form

Substitute Name: _____ Date of Incident: _____

The above substitute is to be placed on the Do Not Call list for:

(Name of School)

for the following reason(s):

- Failure to supervise students properly
- Improper disciplining of students
- Failure to maintain confidentiality
- Failure to follow administrative directions
- Repeated failure to report on time or give a full day's service
- Failure to follow the teacher's lesson plans
- Failure to maintain professional relationships with students, staff, parents or community member
- Repeated unavailability for assignments
- Other (please state specific behavior)

Incident Information: You must include the details of the incident that is the cause for the substitute's removal.

Additional Training Recommendation

- Substitute may not return to this school, but needs additional training
- Substitute may return after additional training

*** Please indicate which additional training is needed for this substitute.

- Classroom Management
 - Teaching Strategies
 - ESE, Legal Issues or Professionalism
- Documents or Statements Attached

Administrative Signature _____

Print Administrators Name _____

Date _____