

Guest Teacher Report

Please use this form to document guest teacher or substitute concerns. In order to provide the guest teacher or substitute with an opportunity to respond to the concern(s), contact him/her before submitting the report. E-mail the completed form to HR Executive Director Brian Young at young_brian@svvdsd.org and to the Substitute Office at silva_kate@svvdsd.org.

Administrator Making the Report:

Date of Report:

School:

Guest Teacher Name & Phone Number:

Date of Contact:

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

Guest Teacher's Response (Include date of contact, response of concerns, etc):

After my conversation with the guest teacher, I recommend that they:

- ☐ Return to this school
- ☐ Does not return to this school

For Human Resources use only:

Received:

Date: