



SHORELINE PUBLIC SCHOOLS
Office of Human Resources
Substitute Employee Evaluation

Name of Substitute:	Check one: <input type="checkbox"/> Certificated <input type="checkbox"/> Classified
School/Site:	Date of Assignment:
Assignment:	

NOTE: Please complete this evaluation form and submit it to your building principal. Your administrator will review any concerns at the building level before completing and forwarding the evaluation to Human Resources. **The substitute indicated will be notified of this evaluation** and given an opportunity to respond. Human Resources will make a final determination regarding any action requested.

A general review of the substitutes work indicates it as: Satisfactory: Unsatisfactory:

Comments to support the evaluation checked above:

TO BE COMPLETED BY BUILDING PRINCIPAL
(Return completed form to Substitute Office – Human Resources)

3. **Action Requested:**
- Information only**
 - Exclusion from the evaluator’s class only**
 - Exclusion from the entire school**

Teacher or Evaluator – Print Name

Signature

Site Principal/Administrator

Date