

SUBSTITUTE TEACHER REPORT

FORM 550A REVISED 7/17/2019



ROANE COUNTY
SCHOOLS

This report should be completed each time a substitute teacher serves in an assignment. One form may be used for consecutive days served in the same position. A report should be completed at least once every ten working days for long-term substitutes. Completed forms should be submitted to the Superintendent.

DAY-TO-DAY ASSIGNMENT LONG-TERM ASSIGNMENT

SUBSTITUTE INFORMATION

NAME _____

DATE(S) WORKED _____

ASSIGNMENT
(teacher or classroom) _____

Geary Walton Spencer Elementary
 Spencer Middle RCHS

CLASSROOM REPORT

This portion should be completed by the classroom teacher substituted for day-to-day assignments or an administrator for long-term assignments.

WERE LESSON PLANS FOLLOWED? Yes No

WAS THE CLASSROOM LEFT IN GOOD ORDER? Yes No

DID THE SUBSTITUTE LEAVE A SATISFACTORY REPORT OF THE DAY'S ACTIVITIES? Yes No

FROM ALL INDICATIONS, WAS CLASSROOM CONTROL SATISFACTORY? Yes No

WERE ABSENCES AND OTHER RECORDS KEPT ACCURATELY? Yes No

DID STUDENTS PROVIDE FEEDBACK ABOUT THE SUBSTITUTE? Yes No

Signature of person completing this portion

Date

ADMINISTRATOR EVALUATION

This portion should only be completed by an administrator.

ATTENDANCE / PUNCTUALITY Excellent Good Satisfactory Unsatisfactory Not applicable

PERSONAL APPEARANCE
(see RCBOE Policy 543) Excellent Good Satisfactory Unsatisfactory Not applicable

COOPERATIVE ATTITUDE Excellent Good Satisfactory Unsatisfactory Not applicable

COMMENTS _____

ADMINISTRATOR RECOMMENDATION

I recommend that this substitute be assigned to this school again

without reservations. with reservations.

I do not recommend that this substitute be assigned to this school again. (Comments required)

Signature of administrator

Date

CENTRAL OFFICE USE ONLY

DATE RECEIVED _____ BY _____

DATE TRANSMITTED TO SUBSTITUTE _____

