

To Administrators:

If you are filling an Administrator's report for Substitute performance, please

- 1) Print your name on the form. Also, please write your direct phone number in case we have any questions or need clarification.
- 2) Give as much detail on the report as available i.e. time the incident happened, witnesses, statements (student, parent, teacher, etc.). Specify whether an internal investigation was done, and whether witness statements were taken. If witness statements are in writing, please submit them with your report.
- 3) Submit form to Human Resources Department to: Maricela Franco, Human Resource Administrator.

**BROWNSVILLE INDEPENDENT SCHOOL DISTRICT**  
**Classified Personnel Department**  
**1900 East Price Road, Suite #106**  
**Brownsville, Texas 78521**  
**(956) 548-8051**

**Administrator's Report of Substitute's Performance**

**Directions: Please complete and return to the Classified Personnel Department as necessary.**

Campus: \_\_\_\_\_ Date(s) of Assignment: \_\_\_\_\_

Substitute's Name: \_\_\_\_\_ Substitutes Employee ID Number: \_\_\_\_\_

Is a Teacher's Report of Substitute's Performance completed and attached?

Yes  No Comments: \_\_\_\_\_

How did you become aware of the incident/situation? \_\_\_\_\_

Has an investigation been conducted?  Yes  No Comments: \_\_\_\_\_

Please describe incident and investigation results? \_\_\_\_\_

Would you call this Substitute in the future?

Yes  No Comments: \_\_\_\_\_

Was a conference with Substitute teacher done?  Yes  No

Comments: \_\_\_\_\_

a) Date of conference: \_\_\_\_\_

b) Person's present: \_\_\_\_\_

c) Outcome: \_\_\_\_\_

Do you wish to have the Substitute removed from your campus priority list?

Yes  No Comments: \_\_\_\_\_

Is it in the best interest of the students and the District to have this substitute removed from the District's Substitute Teacher List?

Yes  No Comments: \_\_\_\_\_

Additional comments: \_\_\_\_\_

Campus Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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