

Kyrene School District #28

Certified & Support Substitute Incident / Exclusion Report

To report an incident involving a Substitute Teacher or a Support Substitute, please complete both sections of this form in detail and return it to the Substitute Specialist via email: fnavarro@kyrene.org . Please email additional sheets, if needed.

This Report will be shared with the Substitute.

I. Description of Incident, to be completed by Teacher or Administrator:

Substitute Name Certified Support

Date of Incident School

Please explain the incident

Click to Digitally Sign (If Teacher)

Date

II. To be completed by School Administrator:

A site administrator will make a good faith effort to speak with the Substitute regarding the incident above prior to submitting an exclusion.

I spoke with the sub by:

phone

(Site leaders have access to Substitute phone numbers through the Absence Management system.)

in person on

Comments

Please exclude substitute from this school site.

Click to Digitally Sign (Administrator)

Date