

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: jgauthier@kyrene.org or via fax: (480) 541-1811. Please attach an additional sheet, if needed.

This Report will be shared with the Substitute.

I. To be completed by Teacher:

Substitute Name _____ Certified Support

Date of Incident _____ School _____

Please explain the incident _____

I would like this substitute excluded from my classroom: _____

Teacher Signature (required) Date Teacher Name (please print)

II. To be completed by School Administrator:

I spoke with the Substitute regarding the incident above by phone; in person on _____
Date

Comments _____

Please exclude substitute from: this classroom the entire site.

Administrator Signature (required) Date Administrator Name (please print)