



LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division
Certificated Assignments and Support Services - Substitute Unit

Certificated Day-to-Day Substitute Teacher
Inadequate Service Report (ISR)

Substitute's Name: _____ Person ID: _____
School/Local District: _____ Location Code: _____
Date(s) of Service: _____ Grade/Subject: _____

Administrator: Provide detailed information related to the Substitute Inadequate Service in the box below. Attach supporting documentation, if necessary. Please forward the ISR to the Certificated Substitute Unit to jorge.amador@lausd.net **and** send a copy to Employee Relations to HRIncidentReporting@lausd.net.

RECOMMENDATIONS - The following action(s) are recommended (please check one or more of the actions):

- | | |
|---|--|
| <input type="checkbox"/> Do not reassign to this location | <input type="checkbox"/> No action requested |
| <input type="checkbox"/> Review service record for appropriate action | <input type="checkbox"/> Separate from District employment |

Principal or Designated Administrator's Signature

Date

Operations Coordinator's Name

Date Coordinator Notified of ISR

NOTE: Administrator must conference and issue a copy of this report to the employee within ten (10) working days from the date(s) of the inadequate service. Misconduct against students or staff should be reported IMMEDIATELY (or as soon as possible).

- Conference with employee held on (date): _____
 By telephone In Person
- Employee issued a copy of report on (date): _____ Employee's Initials: _____
 Sent by Certified Mail Issued in Person (indicating receipt of report)

Substitute Employee: You may submit a response, within ten (10) working days of receiving this ISR (UTLA Contract Article X Section 7.0), directly to the principal and send a copy to the Certificated Substitute Unit at 333 S. Beaudry Ave., 15th floor, Los Angeles, CA 90017 and/or email jorge.amador@lausd.net. Receipt of an ISR may justify removal from the active substitute list.