

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division
EARLY CHILDHOOD EDUCATION
SUBSTITUTE INADEQUATE SERVICE REPORT

NAME: _____ EMPLOYEE NUMBER: _____

SCHOOL: _____ LOCATION CODE: _____

DATE (S) OF SERVICE: _____ TEACHER AIDE

Inadequate service described as follows:

- | | |
|---|--|
| <input type="checkbox"/> Verbal threat | <input type="checkbox"/> Substitute arrival late |
| <input type="checkbox"/> No call/ No show | Time accepted assignment: _____ a.m. p.m. |
| <input type="checkbox"/> Insubordination | Starting time of assignment: _____ a.m. p.m. |
| <input type="checkbox"/> Incompetence/ Inefficiency | Substitute arrived: _____ a.m. p.m. |
| <input type="checkbox"/> Rude/Discourteous conduct | |
| <input type="checkbox"/> Excessive tardiness | |
| <input type="checkbox"/> Other | |

COMMENTS: _____

RECOMMENDATIONS: As a result, it is recommended that the following action(s) be taken concerning this substitute.

- Do not reassign to this location.
- Review service record for appropriate action.
- Dismiss from employment as a substitute.

I certify that the above is correct and I have faxed a copy to Early Childhood Education Human Resources.

SIGNED: _____ DATE: _____
Principal

Note: Employee must be issued a copy of this report within ten (10) working days of the date(s) of service.

Employee issued a copy of report on (date): _____

Sent by Certified Mail In Person

For Substitute Teachers Only

Conference with employee held on (date): _____

By telephone In person Conference Memo attached

To Substitute Employee: Receipt of an Inadequate Service Report may cause your name to be removed from the substitute list. If you disagree with this report, you may submit a letter to the site administrator and a copy to Early Childhood Education Human Resources at 333 S. Beaudry Avenue, 15th Floor, Los Angeles, CA 90017 or fax it to (213) 241-2479.

