

Substitute Teacher Site Exclusion Request

Please fill out the following form and either email it or print it out to Emily Theodorson, Substitute Specialist (theodem@boe.richmond.k12.ga.us). All requests must be from either the school Principal or Assistant Principal. A reason must be given (*) or checked for the Substitute to be removed. The Substitute will not be removed from your school until this form has been received.

The Confirmation # and date of job must be entered for the exclusion to be processed.

Substitute's Name School _____

Frontline Confirmation ID# _____ Date of Job ___/___/_____

Discussed this concern/conflict with Substitute? _____ -- ___/___/___
Date Conference occurred (If applicable)

Reason(s) for Exclusion Request (* requires explanation and/or statements):

*Unable to control class _____

*Inappropriate dress _____

Failure to show _____

*Inappropriate language _____

Sleeping in class _____

*Inappropriate conduct _____

Use of Cell phone in front of students _____

*Harassment _____

Continually Tardy without notification to school

Inappropriate use of Computer _____

Leaving students unattended _____

*Other _____ (Please explain below)

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Please indicate where you want them excluded _____ Whole School _____ Classroom

_____ Other:

Please explain: _____

Signed _____ Date _____

(Principal or Assistant Principal's name)

