

# Substitute Teacher Site Exclusion Request

Please fill out the following form and either email it or print it out and fax it to Kathryn Young, Substitute Operator ([youngka@boe.richmond.k12.ga.us](mailto:youngka@boe.richmond.k12.ga.us)) (Fax: 706-826-4632). 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 \_\_\_\_\_

Aesop 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 \_\_\_\_\_
- Failure to show \_\_\_\_\_
- Sleeping in class \_\_\_\_\_
- Use of Cell phone in front of students \_\_\_\_\_
- \*Inappropriate language \_\_\_\_\_
- Continually Tardy without notification to school \_\_\_\_\_
- \*Inappropriate conduct \_\_\_\_\_
- Inappropriate use of Computer \_\_\_\_\_
- \*Inappropriate dress \_\_\_\_\_
- Leaving students unattended \_\_\_\_\_
- \*Harassment \_\_\_\_\_
- \*Other \_\_\_\_ (Please explain below):

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Signed \_\_\_\_\_  
(Principal or Assistant Principal's name)

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

