

Guest Teacher Report

Please use this form to document Guest Teacher concerns. In order to provide the Guest Teacher with an opportunity to respond to the concern(s), contact him/her before submitting the report. E-mail the completed form to the appropriate HR Executive Director and to the substitute office at suboffice@svvvsd.org.

Kate Slick - HR Executive Director – Frederick, Mead and Longmont Feeder

Ty Valentine - HR Executive Director - Silver Creek and Skyline Feeder

Sarah James - HR Executive Director - Erie, Niwot and Lyons Feeder

Administrator Making the Report:

Date of Report:

School:

Substitute Name:

Phone:

Date of Contact:

Summary of Concern: (Include date, assignment, specific issues, etc)

Guest Teacher's Response: (Include date of contact, response of concerns, etc.)

After my conversation with the guest teacher, I would like to recommend that he/she does not return to this school. (type yes or no)

For Human Resources use only: Received:

Date: