

Guest Teacher Report

Please use this form to document guest teacher or substitute concerns. In order to provide the guest teacher or substitute 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 silva_kate@svvsd.org.

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

Brian Young - 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:

Guest Teacher Name & Phone Number:

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: Yes or No

For Human Resources use only:

Received:

Date: