



# Lake Wales Charter Schools

## Substitute Teacher Feedback

### Praise Report / Complaint Form

(TO BE COMPLETED BY THE CLASSROOM TEACHER)

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_ Subject: \_\_\_\_\_

Substitute: \_\_\_\_\_ Date(s) Worked: \_\_\_\_\_

School: **Babson Park**      **Bok**      **Hillcrest**      **Janie Howard**      **Polk Avenue**      **LW Sr. High**

Please evaluate the substitute's performance for this assignment:

- 1.    **YES**    **NO**    Were you able to leave detailed lesson plans?
- 2.    **YES**    **NO**    Were the lesson plans followed to your satisfaction?
- 3.    **YES**    **NO**    Did your sub display adequate classroom management skills?
- 4.    **YES**    **NO**    Did your sub cover your scheduled duties as directed?
- 5.    **YES**    **NO**    Did your sub leave you a note letting you know how the day went?
- 6.    **YES**    **NO**    Upon your return, was your classroom as clean & organized as you had left it?
- 7.    **YES**    **NO**    Would you like this sub to return to your room for any of your future absences?

If you answered no to any of the above, please explain or if you would like to submit a Praise Report for your sub, please write below:

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Attach additional notes if necessary.

Teacher's Signature \_\_\_\_\_ Date: \_\_\_\_\_

*Must be filled out by the administrator:*

Action to be taken/Comments: \_\_\_\_\_

Administrator's Signature \_\_\_\_\_ Date: \_\_\_\_\_

(Please forward to Joanne Thornton at the Central Office)