

Substitute Teacher No Show Notification

When a substitute teacher does not show up for their accepted assignment, send Sub Central this notification with the appropriate reason marked off. This will serve as a negative evaluation for the substitute. We will then follow up with the substitute, sending them a letter that will remain in their file.

School Name

Location Number

Name of Person Reporting

Contact Number

Job Information

Date (s) of Assignment: _____

Job Number: _____

Teacher Name: _____

Substitute Teacher Name: _____

Substitute Teacher SSN
(Last 4 Digits Only):

XXX-XX - ____ ____ ____ ____

Substitute Teacher Personnel #: _____

Check the one that applies:

- Substitute did not report for the accepted assignment.

- Substitute cancelled the job late and did not inform the school.

- Substitute arrived at the school after the job had already started.

- Other:

Explanation: _____

