



# 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: \_\_\_\_\_

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*Must be filled out by the administrator:*

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

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Administrator's Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(Please forward to Joanne Thornton at the Central Office)