



## ADMINISTRATOR DO NOT USE SUBSTITUTE REQUEST

Please complete this form if you are requesting to block a substitute from accepting future assignments at your school location. If you want to block a substitute from a particular teacher, then the teacher will need to complete the Feedback of Substitute Teacher form. Submit the completed form to Substitute Services and the substitute will then be placed on the school's Do Not Use List. Please attach any supporting documentation, when available.

Name of Substitute: \_\_\_\_\_

School: \_\_\_\_\_

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

1. Check one:

Do Not Use at this Location

Do Not Use at this Location in the following grade levels/subjects

\_\_\_\_\_

2. State the reason for the Do Not Use request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What communications did you have with the substitute regarding the above reasons?

\_\_\_\_\_  
\_\_\_\_\_

4. Please indicate if you believe the substitute should not be working in any school within MPS.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Administrator Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Signature

***Substitute teachers may request to view feedback forms at any time during their employment.***