



Administrative Form HR-F212
PERFORMANCE ISSUE ADVISORY
Substitute Services Department

Date: _____ E000_____

To: _____

Reliability is a key attribute of a successful substitute teacher, and is critically important in supporting our schools and students. The following issue has been brought to our attention:

DATE OF ASSIGNMENT: _____

SCHOOL: _____

TEACHER: _____

CONFIRMATION #: _____

_____ You cancelled this assignment, the day of the assignment*, but did not notify the school.

* Substitute teachers are required to call the school when cancelling an assignment "the morning of" the assignment.

_____ You did not appear for this assignment.

_____ You arrived late** for this assignment.

** Substitute teachers are expected to arrive at the school ½ hour prior to the start of the assignment.

_____ You left this assignment early.

We anticipate your cooperation in correcting this issue. Should we be advised of further performance concerns, you may be required to speak with a Labor Relations representative and may even be subject to dismissal.

If you believe that this advisory is in error, please call Substitute Services at 775-348-0231 or 775-348-0233.