



Killeen ISD Sub Center

Substitute Folder and Campus Evaluation Sheet

Complete this form and send to Sub Center -via email with attachment, scan or District mail (folders can be found in school office)

Date: _____ / _____ / _____ Campus: _____

Substitute's Name: _____ Employee ID # _____

Phone Number: _____ / _____ / _____

Teacher's Name: _____ Grade Level: _____

I would like to return to this campus. Circle one Yes No

If you answered **NO** to the statement above, please explain your reasons in the spaces below. The information you provide will be used to help teachers and staff improve in the areas below and will also let them know what they are doing right to help substitutes have a successful day on their campus. Your feedback is greatly valued and appreciated.

<p><u>Substitute Folder</u> Did the folder/binder contain: class schedule, lesson plans, class roster, seating charts, classroom management system, dismissal procedures, schedule of special student activities, (speech, resources, etc.) school maps, emergency procedures, extra duty information, etc.?</p>	
<p><u>Student Behavior</u> Please give positive or negative comments regarding student behavior in your class. Did they know that you were coming?</p>	
<p><u>Campus Staff</u> Please leave comments on how you were treated on the campus. Let the campus know what they did to make you feel welcome or what problems(s) occurred, if any.</p>	
<p>Other helpful information to share with future substitutes to build success on their visit.</p>	