

Employee's Name	License	File Number
Employee's Complete Home Address (Number and Street)	Apt. No.	Social Security Number
City	State	Zip Code
		TENURED PROBATIONER SUBSTITUTE
Current Salary Rate \$	For Probationers: Date of Appointment (Jarema Credit does not apply)	Date of Completion of Probation

Late ness	First Year			Second Year			Third Year			Days in CAR	Or Bor- rowed Days	Sub stitute Service No. of Days			
	Times No.	Time Lost			Times No.	Time Lost			Times No.				Time Lost		
		Days	Hrs.	Min		Days	Hrs	Min					Days	Hrs	Min
Absence (Exclude Non- Attend ance)															

NOTE: For reports on probationers, complete 1 to 3 years as applicable. For all other personnel use First Year to denote current year.

School	Borough	District
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Section I – REPORT BY PRINCIPAL OR OTHER APPROPRIATE SUPERVISOR:

Comments (as checked. N/A indicates "Not Applicable.")	Satis factory	Unsatis factory	Additional Comments
A. PERSONAL QUALITIES 1. Attendance and Punctuality 2. Personal Appearance 3. Self-control and manners 4. Voice, speech and use of English 5. Resourcefulness and initiative 6. Good judgment and tact			
B. PROFESSIONAL COMPETENCE 1. Dependability and sense of responsibility 2. Neatness, accuracy of work and general efficiency 3. Promptness in completing assignments according to instructions 4. Proficiency in operating office machines and equipment 5. Stenographic skill 6. Ability to compose routine letters 7. Flexibility and adaptability to individual school needs 8. Cooperation with teachers and other personnel 9. Willingness to volunteer assistance when needed 10. Energy and success in self-improvement			
C. OFFICE MANAGEMENT 1. Attention to physical conditions and appearance of office and desk 2. Organization of routine duties 3. Care of equipment 4. Ability to organize work to meet due dates 5. Ability to supervise student helpers			
D. SCHOOL AND COMMUNITY RELATIONS 1. Maintenance of good relations with school personnel 2. Attitudes toward pupils 3. Ability to deal tactfully with parents, officials, and the public in person and by telephone 4. Willingness to render extra service to the school			
E. Additional Remarks (additional sheets, signed and acknowledged may be attached):			

Section 2 – PERFORMANCE EVALUATION

OVERALL EVALUATION S,U,D (D for first year probation only)	SIGNATURE OF PRINCIPAL (If other, give title)	ACKNOWLEDGEMENT OF EMPLOYEE
For the period: <input type="checkbox"/>	_____ Date	I have received this report on:
From _____ to _____	_____ Date	_____ Signature of Employee

