

**Office of Mary C. Barlow**  
**Kern County Superintendent of Schools**  
*Advocates for Children*

## SUBSTITUTE TEACHER INCIDENT REPORT FORM

**Directions:**

- 1) Complete the form as accurately as possible.
- 2) Return form to your school's principal for follow up/signature. The principal is required to conduct a full internal investigation prior to submitting this form to the Kern County Superintendent of Schools Office (KCSOS).
- 3) Principal will forward the form to Evelyn Feliciano, Credentials Supervisor, KCSOS, along with a copy to the district superintendent.

**Please be advised that this report may be placed in the substitute file for review by district administrators. This form must be signed by the administrator before being returned to KCSOS for appropriate action to transpire (which could include removal of the individual from the County-Wide Substitute Teacher List).**

**\*\*ALL COMPLAINTS MUST BE SUBMITTED IN WRITING\*\***

Substitute Teacher Information	
Substitute's Name:	Date of Occurrence:
School:	Substitute's Position (Teacher/Grade/Subject):

Please describe in detail the incident/concern using witness names, details, times, etc. Continue on additional sheets if necessary.

\_\_\_\_\_  
Incident reported by (please print)

\_\_\_\_\_  
Signature

**TO BE COMPLETED BY SCHOOL ADMINISTRATOR ONLY**

**An internal investigation concerning this matter was completed by the school site/district. (Required for KCSOS to take appropriate action.)**  No  Yes *If yes, date completed:* \_\_\_\_\_

**Follow up comments** (please include specific information regarding how the internal investigation was completed--witnesses interviewed, discussed with teacher, etc.):

**An informal conference concerning this matter was held with the substitute.**  No  Yes

*If yes, date held:* \_\_\_\_\_ *Who was present?* \_\_\_\_\_

- Do not return sub to classroom       Do not return sub to that school       Discussed with sub

**If this incident contains any allegations of misconduct which result in the substitute teacher being removed from the district's substitute list, the employing district is required to report the allegations to the Commission on Teacher Credentialing at [www.ctc.ca.gov](http://www.ctc.ca.gov). Please attach detailed statements of what occurred, witness statements, and police reports (if applicable).**

\_\_\_\_\_  
Administrator's Name (please print)

\_\_\_\_\_  
Administrator's Signature