



North East Independent School District

8961 TESORO DRIVE – SAN ANTONIO, TEXAS 78217

Phone (210) 407-0475/407-0476, Fax (210) 804-7007

www.neisd.net

OFFICE OF THE
EXECUTIVE DIRECTOR
OF HUMAN RESOURCES

SUBSTITUTE INCIDENT REPORT

Substitute Name: _____

Date of Incident: _____

Phone #: _____

Employee ID: _____

Campus Name and Phone #: _____

Person completing this form: _____

Please check all that apply:

_____ FAILURE TO REPORT TO ASSIGNMENT OR REPORTING LATE TO ASSIGNMENT

_____ LEAVING ASSIGNMENT BEFORE THE END OF THE DAY/LEAVING STUDENTS
UNATTENDED

_____ FAILURE TO FOLLOW LESSON PLANS/FAILURE TO MAINTAIN CLASSROOM CONTROL

_____ INAPPROPRIATE LANGUAGE USED WITH STUDENTS

_____ INAPPROPRIATE COMMENTS MADE TO STUDENTS OR OTHER STAFF MEMBERS

_____ INAPPROPRIATE TOPICS DISCUSSED IN CLASSROOM

_____ FAILURE TO MAINTAIN CONFIDENTIALITY

_____ FAILURE TO FOLLOW DISTRICT POLICY

_____ PHYSICAL CONTACT WITH STUDENT

ADDITIONAL COMMENTS:

Remove substitute from your campus

No _____ Yes _____

Previous Incidents with this substitute

No _____ Yes _____

North East Police Notification

No _____ Yes _____ Date _____

Reported to Children's Protective Services

No _____ Yes _____ Date _____

Witness statements taken (please attach any copies)

No _____ Yes _____

Conferenced with the substitute

Yes _____ No _____

Principal/Asst. Principal's signature

Date

Revised 06-2016