



Site Exclusion Request

[Print Form](#)

Mat-Su Borough School District
501 N. Gulkana
Palmer, AK 99645
P: (907) 746-9200 || F: (907) 761-4076

Site Exclusion List Policy and Procedures

School Principals and other administrators can exercise the option of excluding any substitutes from their location at any time they feel a particular substitute is not meeting the needs of that location.

The Administrator/Principal is required to submit the Site Exclusion Request form to the Human Resources Office. Upon Receipt of this form, a copy of the form and letter is sent to the substitute explaining the exclusion. The letter also informs the substitute that he/she has the option of contacting the Human Resources Office to make an appointment for a conference.

Exclusions are taken on a case by case basis. The severity of the circumstances of each exclusion request will determine the action taken. These circumstances may result in a recommendation to the Director of Human Resources for the removal of a substitute teacher from the Matanuska-Susitna Borough School District Substitute list.

If an investigation of an event needs to take place, the substitute will be notified by letter or phone. They will be considered inactive and ineligible to substitute until the investigation is complete.

Site exclusions are taken seriously and are constantly reviewed. The Human Resources Department takes into consideration the circumstances of the exclusion and whether or not the needs of the District are met. If a recommendation for removal is made, the substitute will be notified.

Matanuska-Susitna Borough School Board
Human Resources Department



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Substitute Name:

Sub ID#:

Location:

Employee Subbed for:

Date of Job:

Please mark all that apply:

- ☐ Did not follow the lesson outlines as prepared by the absent employee
- ☐ Inadequate classroom management
- ☐ Poor punctuality
- ☐ Left classroom unattended for an extended period of time
- ☐ Personal appearance, neatness, or grooming
- ☐ Poor communication with staff and/or students
- ☐ Unable to maintain control under stress
- ☐ Lack of care for supplies and the classroom
- ☐ Did not observe school schedules, including duty times (where applicable)
- ☐ Use of abusive or degrading language to students or staff
- ☐ Other
- ☐ I recommend the District consider removing this individual from the eligible substitute list

Other Reasons/Comments:

Discussed this concern/conflict with Substitute? ☐ Yes ☐ No

Date Conference Occurred (if applicable):

Date of Request:

Administrator
Signature:

Administrator
Printed Name: