Plano Independent School District
Human Resources
2700 W. 15th Street
Plano, TX 75075
Phone: 469-752-8219/8139

SUBSTITUTE REFERENCE FORM

_____ _____
Name of Applicant (print) **Applicant Signature**

Former PISD Employee: Yes ☐ No ☐ **Resignation Date**: _____

The applicant named above has applied to become a substitute with Plano ISD and has indicated that you are a current or former employer/co-worker of this applicant. Your completion of this Substitute Reference Form will provide valuable information about the applicant. **By signing this form, the applicant has waived his/her right of access to this reference; it may not be read by the applicant according to the Texas Open Records Act.** Please return this form to the applicant in a sealed envelope with your signature written across the flap. Thank you.

Name _____ **Supervisor/Manager ☐ Co-worker/Volunteer ☐**

	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	NOT APPLICABLE
Positive Attitude	☐	☐	☐	☐
Ability to communicate with staff and parents	☐	☐	☐	☐
Ability to motivate students	☐	☐	☐	☐
Classroom management	☐	☐	☐	☐
Use of techniques and resource materials	☐	☐	☐	☐
Organization of subject matter	☐	☐	☐	☐
Competence in lesson planning and assignments	☐	☐	☐	☐
Response of students	☐	☐	☐	☐
Recognition and provision for individual differences	☐	☐	☐	☐
Good role model for students	☐	☐	☐	☐
Verbal and written communication skills	☐	☐	☐	☐
Ability to work as a team member	☐	☐	☐	☐
Management of environment, materials, and space	☐	☐	☐	☐
Reaction to suggestions	☐	☐	☐	☐
Success as a staff member	☐	☐	☐	☐
Cooperation with administration	☐	☐	☐	☐

How long have you known the applicant? _____

Why did the applicant leave your company? _____

Would you hire/rehire the above applicant as a teacher or administrator? ___ Yes ___ No

Has the applicant ever been involuntarily terminated? ___ Yes ___ No

Has the applicant ever resigned in lieu of termination or in lieu of non-renewal? ___ Yes ___ No

Comments: _____

_____

Signature _____ Position _____

Date _____ Phone Number _____