



TRUMBULL COUNTY  
EDUCATIONAL  
SERVICE CENTER

# SUBSTITUTE INCIDENT REPORT

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This report is to be used in the case of an incident involving a substitute. This form should be completed and submitted to the TCESC human resources department.

\_\_\_\_\_ is reporting an unsatisfactory performance issue with  
*District Name*

\_\_\_\_\_ on \_\_\_\_\_  
*Substitute Name* *Date*

in \_\_\_\_\_ . \_\_\_\_\_  
*Building Name* *District Name*

is maintaining documentation regarding this performance issue and suggests that this substitute no longer qualifies to remain on the TCESC satisfactory and credentialed substitute list that is distributed to Trumbull County School Districts that request it.

Building Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

District Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit to:

Human Resources Department  
Trumbull County Educational Service Center  
6000 Youngstown Warren Road  
Niles, Ohio 44446  
Fax: 330-505-2813  
Email: Carlotta.sheets@trumbullesc.org

