



COMPTON UNIFIED SCHOOL DISTRICT

Human Resources – *Certificated Personnel*

501 South Santa Fe Ave.

Compton, CA 90221

Telephone: (310) 639-4321 Ext. 55045

Fax: (310) 632-3870

REQUEST FOR SUBSTITUTE SITE RESTRICTION

TO: _____ **FROM:** _____
Substitute Teacher School Principal

School

RE: Request for Substitute Site Restriction **DATE:** _____

I am requesting that you do not return to this school as a Substitute Teacher.

Reason: _____

Principal Signature: _____ Date: _____

Substitute Response:

- Substitute declines to sign document - Substitute is unavailable to sign document

- I do not have a response regarding the above - My response(s) to the above are as follows:

Substitute Signature: _____ Date: _____

HRED Use Only

Your request for the above named substitute not to return to the above named school site is:

- Approved - Rejected

Signature Senior Director – Human Resources **Date**

PRINCIPAL NOTE: Please do not remove yellow copy. Attachment will be returned with appropriate (approval or rejection) signature.

Original: Senior Director – HRED/Substitute Personnel File Pink: Substitute Canary: Sub Desk/Princpal