



**Plano Independent School District**  
 Human Resources  
 2700 W. 15<sup>th</sup> Street  
 Plano, TX 75075  
 Fax #: (469) 752-8037

## 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 were the last employer for this applicant. Your completion of this Substitute Reference Form will help the district to know if this person is a good match for this position. **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 Human Resources Department of Plano ISD by mail or fax.

**Name** \_\_\_\_\_ **Supervisor/Manager**  **Co-worker**

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

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 \_\_\_\_\_