



LOS ANGELES UNIFIED SCHOOL DISTRICT  
Human Resources Division  
Certificated Employment Operations – Substitute Unit

CERTIFICATED DAY-TO-DAY SUBSTITUTE TEACHER  
COMMENDATION REPORT

NAME: \_\_\_\_\_ PERS. ID/EMP. NO.: \_\_\_\_\_  
SCHOOL: \_\_\_\_\_ ORG. UNIT/LOC. CODE: \_\_\_\_\_  
DATE(S) OF SERVICE: \_\_\_\_\_ SUBJECT/GRADE: \_\_\_\_\_

The employee named above is commended for outstanding work performance. Below are specific examples of the outstanding work performance of the employee.

\_\_\_\_\_  
Principal or Designated Administrator's Signature Date

Employee issued a copy of report on (date): \_\_\_\_\_  
 Sent by Mail  Issued in person \_\_\_\_\_  
Employee's Signature (optional)

**Send completed form to: Substitute Unit, Beaudry Building, 15<sup>th</sup> floor.**

