



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**Human Resources Division**  
**Certificated Assignments and Early Childhood Education**

**Certificated Day-to-Day Substitute Teacher**  
**Inadequate Service Report (ISR)**

Substitute's Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
 School/Region: \_\_\_\_\_ Location Code: \_\_\_\_\_  
 Date(s) of Service: \_\_\_\_\_ Grade/Subject: \_\_\_\_\_

**Administrator:** Provide detailed information related to the Substitute Inadequate Service in the box below. Attach supporting documentation, if necessary. Please forward the ISR to the Early Childhood Certificated Substitute Unit to [earlychildhood@lausd.net](mailto:earlychildhood@lausd.net) and copy Employee Relations at [HRIncidentReporting@lausd.net](mailto:HRIncidentReporting@lausd.net).

Complete information below before submitting.

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

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Operations Coordinator's Name

\_\_\_\_\_  
 Date Coordinator Notified of ISR

**NOTE:** Administrator must conference and issue a copy of this report to the employee within ten (10) working days from the date(s) of the inadequate service. Alleged misconduct and/or performance concerns should be reported to the substitute unit as soon as possible, using this form. Please note that completion of an ISR does not substitute for any child abuse reporting requirements.

- Conference with employee held on (date): \_\_\_\_\_  
☐ By telephone      ☐ In Person
- Employee issued a copy of report on (date): \_\_\_\_\_ Employee's Initials: \_\_\_\_\_  
☐ Sent by Certified Mail      ☐ Issued in Person      (indicating receipt of report)

**Substitute Employee:** You may submit a response, within ten (10) working days of receiving this ISR (UTLA Contract Article X Section 7.0), directly to the principal and send a copy to the Early Childhood Certificated Substitute Unit at 333 S. Beaudry Ave., 15<sup>th</sup> floor, Los Angeles, CA 90017 and/or email [earlychildhood@lausd.net](mailto:earlychildhood@lausd.net). **If additional follow-up is required, the Human Resources Division will contact you directly.**