Dear Substitute Teacher,

Please fill out a report(s) for the class(es) for which you were a substitute teacher and return this form to the Principals’ Office at the end of the school day if not sooner.

Name of Substitute Teacher: ________________________________

Name of Teacher: ____________________________________________

Date of Substitution: _________________________________________

If this was not a full-day substitution, what times were covered? __________________

Were lesson plans left? _________________________________________

Did you follow the lesson plans? _________________________________

If the lesson plans were not followed, why not? ________________

Did you teach any topics not mentioned on the lesson plans? ________________

If yes, what? ________________________________________________

Where there any problems that you encountered during the day? ______________

Were there any discipline problems during the day? ________________

If so, who was involved? ______________________________________

How was the issue resolved? _________________________________

Did you need to notify the Principal’s Office? ______________________

Please list students who were absent: ____________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________

Additional Comments: _______________________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________