

**HUNTINGTON UNION FREE SCHOOL DISTRICT**  
*Office of Human Resources*

**Substitute Teacher's Reactionary Report**

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? \_\_\_\_\_

Were 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:** \_\_\_\_\_

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