



Substitute Teacher Report Form

Please complete this form and give it to the secretary before you leave. Thank you.

Substitute's Name _____ Date _____

Substituted for _____ School _____

Date(s) of Absence _____ Grade/Subject _____

	Yes	No
Substitute Notebook was provided.	_____	_____
It Included:		
a. Daily Schedule	_____	_____
b. Daily Lesson Plans	_____	_____
c. Class List and/or Seating Chart	_____	_____
d. Classroom and School Rules	_____	_____
e. Discipline Procedures	_____	_____
f. Emergency Procedures	_____	_____
g. Medical Concerns for Students (If Needed)	_____	_____
h. List of Classroom Teacher's Duty Assignments	_____	_____
i. Building Map	_____	_____
I was greeted and oriented to the building in a friendly manner.	_____	_____
Other staff were willing to answer questions that arose during the day.	_____	_____
A building administrator visited me during the day.	_____	_____
I received support when requested on disciplinary actions.	_____	_____
I want to return to this school to substitute.	_____	_____
Anything you needed, but didn't have available:	_____	

Any other comments: _____

Signature of Substitute _____ Date _____