

SUBSTITUTE REPORT TO TEACHER AND PRINCIPAL

Welcome to our school. You will find the necessary documents enclosed in this substitute folder to assist you through your day. Please be sure to return the folder and its contents to the Office Manager at the end of your shift. Thank You!

NOTE: Please do not use the computer. Also, we do not require writing sentences as punishment. Any discipline problems can be referred to the Principal.

Date: _____ Substitute Teacher: _____

Regular Teacher's Name: _____

CERTIFICATED WORK DAY: 7:30 a.m. – 3:15 p.m.

Please be sure the following have been done before leaving:

- | | |
|---|---|
| _____ Papers corrected? | _____ Workbooks corrected? |
| _____ Is the room tidy? | _____ Are the lights turned off? |
| _____ Letter to the teacher regarding this day? | _____ Please make sure doors are closed and locked |
| _____ If returning tomorrow, are your lesson plans and materials ready? | _____ Keys turned into the office (checked by office staff) |
| _____ Check out with the office before leaving | |

We would appreciate you writing a brief explanation addressing the following and any other areas of concern:

1. Were materials easily found for regular lessons and/or alternate materials for substitutes?

2. Were there any discipline problems? If so, name students and describe incident briefly.

3. Do you have suggestions on how we may further assist you, the substitutes, or on how to improve our instructional program?

Please follow the plan below for discipline problems:

- | | |
|--|---|
| 1 st – Warn the Student | 3 rd – Write the student's name below (student will receive 4 hrs. detention for a sub report) |
| 2 nd – Write the students name on the board | 4 th – Let the Principal or Office Manager know briefly what happened |

Student Name	Reason for Referral
_____	_____
_____	_____
_____	_____

NOTE: A SERIOUS PROBLEM OR AN EMERGENCY SHOULD BE REFERRED TO THE OFFICE IMMEDIATELY!