

# **SUBSTITUTE TEACHER REPORT to ADMINISTRATION**

To be filled out by the Substitute Teacher for each sub assignment

Substitute Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Classroom Teacher: \_\_\_\_\_

Names of students who were helpful/exceptional:

Names of students who were disruptive/non-compliant:

The Teacher's Sub Folder Contained the Following:

- |  |  |
|--|--|
| <input type="checkbox"/> Lesson Plans      | <input type="checkbox"/> Classroom Overview Form |
| <input type="checkbox"/> Class Rosters     | <input type="checkbox"/> Discipline Procedures   |
| <input type="checkbox"/> Evaluation Forms  | <input type="checkbox"/> Emergency Procedures    |
| <input type="checkbox"/> Teacher Doc Forms |  |

Lesson Plans:

- |   |  |
|---|--|
| <input type="checkbox"/> Clear and simple to follow           | <input type="checkbox"/> Were <b>NOT</b> readily available |
| <input type="checkbox"/> Included specific details for lesson | <input type="checkbox"/> Were unclear, confusing           |

My experience as a Substitute Teacher for this teacher was:

- Satisfactory/Positive  
 Unsatisfactory/Negative

Comments:

Return this form to the Main Office prior to leaving for the day. An administrator will review this form.