

END OF DAY REPORT FOR SUBSTITUTE TEACHERS

Each substitute teacher is asked to complete this form and return it to the school office at the end of each day of substitute work. The purpose of the information is to enable the administration to improve instruction when teachers are absent. Your help is appreciated.

Name of Substitute Teacher

Date

Name of Absent Teacher

Were lesson plans provided? _____

Were class rosters provided? _____

Were necessary materials provided? _____

Were students well-behaved? _____

If not, describe types of misconduct and action taken to deal with it. _____

Names of individual students who misbehaved: _____

Type of misbehavior: _____

Signature of substitute teacher

PLEASE PLACE IN MR. WALKER'S BOX AT THE END OF THE DAY