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|  | Human Resource Services |
| Substitute Teacher End-of-Day Report |
| (Via School Office Manager and Regular Classroom Teacher) |

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| **W****elcome to** |  | **School** |

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| Substitute’s Name:       |  | Phone Number:       |
| Regular Teacher’s Name:       |  | Sub Number:       |
| Grade / Subject:       |  | Today’s Date:       |

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| **Elementary Curriculum: Were you able to get through everything in the Lesson Plan? If not, please list areas that still need to be covered.** |
| Language Arts:        🞏 Yes        🞏 No |
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| Math:        🞏 Yes        🞏 No |
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| Other: |
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| Were students able to participate in activities scheduled outside the classroom (e.g., PE, Library, Computer Lab, Science, Art)        🞏 Yes        🞏 No |
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| **Secondary Curriculum: Were you able to get through everything in the Lesson Plan? If not, please list areas that still need to be covered.** |
| Period 1:        🞏 Yes        🞏 No |
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| Period 2:        🞏 Yes        🞏 No |
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| Period 3:        🞏 Yes        🞏 No |
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| Period 4:        🞏 Yes        🞏 No |
|  |
| Period 5:        🞏 Yes        🞏 No |
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| Period 6:        🞏 Yes        🞏 No |
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| Additional Comments:  |
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| **Elementary and Secondary Students** |
| If students were particularly helpful, please list their names: |
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| If students were unduly disruptive, please list their names and briefly describe the problem/consequences: |
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| General comments about the class: |
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Please list anything that the teacher or the school office could provide that would be helpful to the next substitute teacher in the future.

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Would you like to substitute for this class or other classes here in the future?    🞏 Yes     🞏 No Please share input.

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| MCj01052180000[1] | Please submit this completed form to the office when you turn in your keys and visitor badge. The School Office Manager may verify and approve your on-line substitute jobs in Sub Pay. | *For Principal/Assistant Principal Use Only* |