

# SUBSTITUTE TEACHER REPORT FORM

The purpose of this report is to give feedback to the absent teacher. Return this form to the absent teachers office once it's complete.

SUBSTITUTE: \_\_\_\_\_ DATE: \_\_\_\_\_

ABSENT TEACHER: \_\_\_\_\_ DEPT: \_\_\_\_\_

Mark All answers:

Homeroom Covered: Yes/No      Read Daily Bulletin: Yes/No      Attendance Roster: Yes/No

Lesson Plans Available: Yes/No      Passed out appropriate material to Each student: Yes/No

Comments: \_\_\_\_\_  
\_\_\_\_\_



**CLASS #1**

SUBJECT: \_\_\_\_\_

Material Covered: \_\_\_\_\_  
\_\_\_\_\_

Problems Encountered: \_\_\_\_\_  
\_\_\_\_\_

Action Taken: \_\_\_\_\_  
\_\_\_\_\_



**CLASS #2**

SUBJECT: \_\_\_\_\_

Material Covered: \_\_\_\_\_  
\_\_\_\_\_

Problems Encountered: \_\_\_\_\_  
\_\_\_\_\_

Action Taken: \_\_\_\_\_  
\_\_\_\_\_