

# 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:** \_\_\_\_\_

\_\_\_\_\_

**CLASS #3**

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

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

**Class #4**

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

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

**CLASS #5**

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

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_