

## Report To Administrator By Substitute Teacher Lincoln Public Schools

Name: \_\_\_\_\_ Substituting for: \_\_\_\_\_

Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

YES NO

- |                          |                          |                                                                       |
|--------------------------|--------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Were lesson plans available?                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | Were students easily identified by name?                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Were lesson plans complete and clear?                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Was Sub Folder available and complete?                                |
| <input type="checkbox"/> | <input type="checkbox"/> | Were books and materials ready and easily available?                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Was emergency information posted and/or readily accessible?           |
| <input type="checkbox"/> | <input type="checkbox"/> | Was there any deviation from the lesson plan? If YES, please explain. |

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Were there any disciplinary problems? If YES, please identify student and the nature of the problem.

STUDENT

PROBLEM

_____	_____
_____	_____
_____	_____

- Were teachers and/or school staff helpful in providing any assistance that you needed (e.g. beginning of the day, at lunch time)?

- Did you feel welcome at this school? If NO, what could we do to help?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- If you had extra duties, were you informed of these before your assignment began?

- If keys were needed, were they made accessible to you?

- If room assignments were changed, were you informed prior to the beginning of your assignment?

Please provide us with your reaction or comments about your substitute experience at this school. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE REMEMBER TO FILL OUT THE REPORT TO TEACHER BY SUBSTITUTE FORM**

\_\_\_\_\_  
Substitute Signature

\_\_\_\_\_  
Administrator Signature