

CLASSROOM TEACHER'S REPORT

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| 1. Plans were readily available for the substitute. | Yes_____ No_____ |
| 2. Instructions for individual students were listed. | Yes_____ No_____ |
| 3. The substitute followed instructions and plans. | Yes_____ No_____ |
| 4. Room was left neat and clean. | Yes_____ No_____ |
| 5. Would like to have this sub again. | |

Please reflect upon the substitute's comments?

Comments:

Date(s) Absent: _____ Reason for Absence: _____

Teacher's Signature: _____