

KING'S PREPARATORY ACADEMY SUBSTITUTE TEACHER FORM



Substitute Plans for _____
(Teacher's name)

Date(s): _____

Introduction:

Thank you for covering my class today. I have included everything you should need below. Please complete the "substitute feedback form" at the end of the day to provide feedback about the students' performance and to assist me as I work to improve my sub folder!

Daily Schedule:

<u>Time</u>	<u>Period/Block</u>	<u>Description of Activity</u> (Title of Course, Duties, Lunch, Planning Period, etc.)	<u>Location</u> (Room Number or area of the building)

Attached:

_____ Student Roster

_____ Emergency Protocols

_____ Room Key

Copier Code: _____

_____ Seating Chart

_____ Feedback Form

_____ Work Copies

_____ Other: _____

KING'S PREPARATORY ACADEMY SUBSTITUTE TEACHER FORM

Substitute Teacher Name _____

Classroom Teacher Name _____

Date _____ Grade _____ Substitute ID: _____

Incidents: *Student centered comments*

Opportunities for Improvement *Assignment centered comments*

Compliments & Other Comments *Student centered comments*

Substitute Signature _____

Classroom Teacher Signature _____