

SUBSTITUTE REPORT SHEET

Classroom Teacher: _____

Substitute's Name: _____ Date: _____

Please fill out the report below for each class. This will help me know class details when I return. Leave anything blank that does not apply to that class. Thank you!

<u>1ST HOUR</u>	<u>Students Absent Today:</u>	<u>Students Tardy to Class:</u>
Specific behavior problems (<i>please give student's name and nature of behavior</i>):		
Other Comments:		
<u>2ND HOUR</u>	<u>Students Absent Today:</u>	<u>Students Tardy to Class:</u>
Specific behavior problems (<i>please give student's name and nature of behavior</i>):		
Other Comments:		
<u>3RD HOUR</u>	<u>Students Absent Today:</u>	<u>Students Tardy to Class:</u>
Specific behavior problems (<i>please give student's name and nature of behavior</i>):		
Other Comments:		

4th HOUR

Students Absent Today:

Students Tardy to Class:

Specific behavior problems (*please give student's name and nature of behavior*):

Other Comments:

5th HOUR

Students Absent Today:

Students Tardy to Class:

Specific behavior problems (*please give student's name and nature of behavior*):

Other Comments:

6th HOUR

Students Absent Today:

Students Tardy to Class:

Specific behavior problems (*please give student's name and nature of behavior*):

Other Comments:

7th HOUR

Students Absent Today:

Students Tardy to Class:

Specific behavior problems (*please give student's name and nature of behavior*):

Other Comments: