

Substitute Teacher Notes

Classroom: _____

Teacher: _____ Grade/Department: _____

Date/s of Absence: _____ Substitute: _____

Directions: Please complete the chart below to indicate your impressions of how your class functioned when the substitute covered your absence. This information will assist the principal in assessing a substitute's effectiveness in your school. *Please submit the completed form to your building principal.* Thank you.

The substitute

Maintained an environment conducive to learning. Yes No Does Not Apply or No Information

Followed the plans that I left. Yes No Does Not Apply or No Information

Engaged in respectful communications with students. Yes No Does Not Apply or No Information

Checked student work, as requested and as appropriate. Yes No Does Not Apply or No Information

Left room/area as it was found. Yes No Does Not Apply or No Information

Overall, my experience indicates that the performance of this substitute:

met expectations for a substitute in my class

OR

did not meet expectations for a substitute in my class

Comments: