

**EPPING SCHOOL DISTRICT  
SUBSTITUTE REPORT**

In an effort to improve out substitute procedure, to insure a learning atmosphere and to make your day a pleasant one, please answer the questions below: (If you need additional space please use the back of this form)

1. Were the lesson plans detailed enough to follow easily?
  
2. Were the substitute procedures well organized so you could find the :
  - a. Class Schedule
  - b. Seating
  - c. Duties (detention, late bus, etc.)
  - d. Information on specific students

3. Did you have any discipline problems?

Who?

Why?

4. Please leave a short description of what was accomplished each period and what homework was given.

MORNING:

AFTERNOON:

Rate you day: Outstanding\_\_\_\_\_ Good\_\_\_\_\_ Fair\_\_\_\_\_ Poor\_\_\_\_\_

Suggestions or additional comments:

Teacher substitutes for:\_\_\_\_\_

Substitute's Name\_\_\_\_\_ Date\_\_\_\_\_

Thank you for your help. Before leaving, please turn this form in to the Substitute Coordinator in the elementary and middle (for both middle and high school) schools' main offices.