Substitute Teacher's Report to Regular Teacher
(This form should be completed by the substitute teacher and left for the regular teacher.)

Regular Teacher Name: __________________________
Substitute Teacher Name: ________________________
Substitute Teacher Phone: ________________________ Date of Assignment: ____________

Instructional Information

Feedback Regarding Lesson Plan(s):

Overall, students □ did/□ did not comprehend the information presented in lesson(s).
Classes in Which Lesson Plan Was Not Completed:
Other Activities Completed with Students:

Discipline Information

<table>
<thead>
<tr>
<th>Class</th>
<th>Class's Overall Disciplinary Rating</th>
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<tbody>
<tr>
<td></td>
<td>Very Good</td>
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Students Who Were Especially Disruptive:

Students Who Were Referred to Administration:

Students Who Were Especially Helpful:

Students Who Utilized a Hall pass:

General Information and Feedback

Students Who Were Ill or Hurt during the Day:

Visitors Who Came to Visit the Classroom:

Write any other notes or relevant information to the regular teacher on a separate sheet of paper or on the back of this form.