

# SUBSTITUTE TEACHER DAILY REPORT

SCHOOL \_\_\_\_\_ CLASSROOM TEACHER \_\_\_\_\_

DATE \_\_\_\_\_ GRADE \_\_\_\_\_ SUBSTITUTE TEACHER \_\_\_\_\_

THESE STUDENTS WERE ABSENT:

THE FOLLOWING STUDENTS:

	WERE HELPFUL	DISRUPTIVE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_

THE CLASS:

\_\_\_\_\_ was helpful and courteous.      \_\_\_\_\_ followed classroom rules.  
\_\_\_\_\_ worked well on assignments.      other: \_\_\_\_\_

ASSIGNMENTS NOT COMPLETED:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

ADDITIONAL COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_

NEXT TIME, I WOULD APPRECIATE THE FOLLOWING:

\_\_\_\_\_  
\_\_\_\_\_

SIGNED \_\_\_\_\_