

# Substitute Teacher Report

Written by: \_\_\_\_\_



Date: \_\_\_\_\_

Hello,

Thank you for the opportunity to substitute teach for you today. Here is a report of the day's events. Please feel free to contact me should you have any questions.

**My contact information:**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Email**

Lesson Plans:

\_\_\_\_\_ I was able to cover all of the material you left in your lesson plan. (Please see my notes.)

\_\_\_\_\_ I was NOT able to cover all of the material in your plans, because:

I also taught:

**Classroom behavior:**

Terrific Helpers:

Behavior Concerns:

**Summary of today's lessons:**

**Additional Information:**