



Aurora
Public
Schools

1085 Peoria Street
Aurora, CO 80011

SUBSTITUTE TEACHER'S REPORT FOR CLASSROOM TEACHER ELEMENTARY SCHOOL

Name of Substitute _____ School _____ Date _____

Absent Teacher _____ Grade/Subject _____

1. **Attendance:** (Use **A** or **T** after the names of absent or tardy students)

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

2. **Work Covered:** (Please indicate lessons covered and any deviation to lesson plans)

3. **Comments:** (Behavior concerns, unusual events, phone calls or parent visits, collection of monies)

Check Out: _____ Room in Order _____ Lights Out _____ Windows Closed _____ Doors Closed

Please return this report to the principal's office before leaving the building. Thank you.

***Note: Attach additional sheets if necessary.**