

## Substitute Secretary Report Form



Please complete this form and give it to the principal before you leave. Thank you.

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

Substituted for \_\_\_\_\_ School \_\_\_\_\_

Date(s) of Absence \_\_\_\_\_

Yes No

Substitute Secretary's Notebook was provided. \_\_\_\_\_

It included:

- |   |       |       |
|---|-------|-------|
| a. Daily Schedule (Including Start/Dismissal Times) | _____ | _____ |
| b. Staff List                                       | _____ | _____ |
| c. Building Map                                     | _____ | _____ |
| d. School Rules                                     | _____ | _____ |
| e. Discipline Procedures (Buddy Room/Focus Room)    | _____ | _____ |
| f. Emergency Procedures                             | _____ | _____ |
| g. Medical Concerns for Students/Staff (If Needed)  | _____ | _____ |
| h. List of Duty Assignments                         | _____ | _____ |
| i. List of District Schools/Telephone Numbers       | _____ | _____ |
| j. Class/LMC Schedules                              | _____ | _____ |
| k. Lunch and Recess Schedules                       | _____ | _____ |
| l. Weekly Memo/Weekly Calendar                      | _____ | _____ |
| m. Lunch Menu                                       | _____ | _____ |
| n. Bomb Threat Procedures                           | _____ | _____ |

I was greeted and oriented to the building in a friendly manner. \_\_\_\_\_

Other staff were willing to answer questions that arose during the day. \_\_\_\_\_

A building administrator visited me during the day. \_\_\_\_\_

I received support when requested. \_\_\_\_\_

I want to return to this school to substitute. \_\_\_\_\_

Anything you needed, but didn't have available:

\_\_\_\_\_

\_\_\_\_\_

Any other comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Substitute \_\_\_\_\_ Date \_\_\_\_\_