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 __________________________

39