

Ridgway Area School District

DAILY SUBSTITUTE REPORT

What is the Purpose of the Form?

This form is to be used by Principals and supervisors to report substitutes on a daily basis.

Who Should File the Form?

The Principal or supervisor should submit the form to the Superintendent's office for each day a substitute is employed.

When Should the Form be Filed?

The form should be filed on a daily basis.

Revised: October 2002

RASD RIDGWAY AREA SCHOOL DISTRICT *RASD*
Daily Substitute Report

Date _____

SUBSTITUTE'S NAME	REGULAR EMPLOYEE	REASON FOR BEING OFF

Signature Principal/Supervisor

RASD RIDGWAY AREA SCHOOL DISTRICT *RASD*
Daily Substitute Report

Date _____

SUBSTITUTE'S NAME	REGULAR EMPLOYEE	REASON FOR BEING OFF

Signature Principal/Supervisor