

Ridgway Area School District

SUBSTITUTE TEACHER FORM

What is the Purpose of the Form?

This form should be used to report substitute teachers.

Who Should File the Form?

The substitute teachers should complete the form and return it to the Principal's office. The Principal should complete the official use section and sign the form.

When Should the Form be Filed?

The form should be completed on the day of substitution and submitted to the Superintendent's Office.

Revised: October 2002

RASD RIDGWAY AREA SCHOOL DISTRICT *RASD*
Substitute Teacher Form

I have substituted for _____
(Employee Name)

on _____
(Date)

WHOLE DAY _____ HALF DAY _____

(PRINTED NAME OF SUBSTITUTE)

(SIGNATURE OF SUBSTITUTE)

(SIGNATURE OF PRINCIPAL)

<u>FOR OFFICE USE ONLY</u>	
____ PERSONAL DAY	____ CONFERENCE
____ VACATION DAY	____ FIELDTRIP
____ SICK DAY	____ OTHER

REVISED: October 2002

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(Employee Name)

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REVISED: October 2002