



**Rockford Public Schools  
Guest (Substitute) Teacher Report**

*(Please leave completed form in the teacher's mailbox at the end of the day.)*

Absent Teacher \_\_\_\_\_ Job Number \_\_\_\_\_

Grade &/or Class \_\_\_\_\_

Guest Teacher \_\_\_\_\_ Assignment Date: \_\_\_\_\_

The Class . . .

	Excellent	Good	Fair	Somewhat Poor	Poor
Followed Classroom Rules					
Was Courteous & Helpful					
Followed Directions					
Focused on Assignments					
Overall Behavior of the Class					

Were the lesson plans clear and complete?     YES     NO

If not, please explain.

\_\_\_\_\_

\_\_\_\_\_

Please list any subjects or assignments that were not complete and why?

\_\_\_\_\_

\_\_\_\_\_

Please list any students who went over and above positively or negatively (extra helpful or disruptive)

\_\_\_\_\_

\_\_\_\_\_

**Before leaving for the day . . . .**

- ✓ Secure/Lock room, windows and doors
- ✓ Sign out with school secretary
- ✓ Turn in Guest Teacher Folder
- ✓ Turn in Guest Teacher Report

Guest Teacher Signature \_\_\_\_\_ Date: \_\_\_\_\_