



Substitute Teacher Feedback Report

We appreciate you working with us today and value your feedback. Please take a moment to complete this Substitute Teacher Feedback Report form. Leave the form in a prominent location on the teacher's desk, but ensure that student-specific information is not viewable from a glance (e.g. put the form face down or in an envelope).

Substitute Name: _____ Date: _____

Substitute ID: _____ Class/Period: _____
(The substitute ID may be used to facilitate future substitute requests)

1. Overall, how did the instructional day go?

Excellent Good Fair Poor

2. Please indicate if the lesson plans were completed.

Completed Mostly Completed* Partially Completed* Not Followed*

*List lessons that were not completed and indicate why. _____

3. How well do you feel students grasped the material?

Students grasped all material. Students need more practice.* Material should be re-taught.*

* If students had difficulty understanding any material, please include which portion(s) of the lesson(s).

4. Please rate the students' behavior.

Excellent Good Fair Poor

5. Which student(s) were most helpful? _____

6. If another staff member that was helpful, who? _____

7. Which student(s) had difficulty staying on task or were disruptive? Please include specifics.

8. Please list any students who were absent, late, had an early dismissal, or were not in class for any other reason.

9. Is there anything the classroom teacher could have done to make the day more effective? (e.g. give more detailed instructions for the sub, allow more time for assignments, include more transition time, etc.)

Additional Notes: (Continue on back if additional space is needed)