

# SUBSTITUTION FORM



To: \_\_\_\_\_

\_\_\_\_\_ is absent from \_\_\_\_\_ period  
(Absent Teacher)

on \_\_\_\_\_  
(Day) (Date)

You will cover the \_\_\_\_\_ section of the block, beginning \_\_\_\_\_ and ending \_\_\_\_\_.

Room # \_\_\_\_\_ Seating charts are located \_\_\_\_\_

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## ASSIGNMENT

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| <ol style="list-style-type: none"><li>1. The assignment should take an average student the entire period to complete.</li><li>2. Written work should be assigned for collection at the end of the period.</li><li>3. Attach handouts to this form.</li><li>4. If you wish to leave a test or quiz, you must obtain approval from the VP of Instruction.</li></ol> |
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RETURN COMPLETED STUDENT ASSIGNMENTS TO: \_\_\_\_\_

COMMENTS: