VPK Substitute Instructor Tracking Sheet

Early Learning Coalition of Sarasota County
Ready for Learning, Ready for Life!

- Substitutes may NOT be assigned for more than 30% of the total program.
  School Year: 30% of 540 hours = 162 hours
  Summer: 30% of 300 hours = 90 hours

Site:	**Class:**	**School Year: ____ Summer : ____**	**VPK Year:**

Substitute Name	Date	Time Subbed	Number of Hours Subbed	Cumulative Total Hours Tracked
			Total Hours:	

Keep on record for THREE (3) years for monitoring