

SUBSTITUTE END OF DAY SUMMARY

Date: _____

Job Number: _____

Absent Employee : _____

Location: _____

Substitute's Name: _____

Employee ID: _____

Tasks Accomplished Today:

Tasks Unable to Complete Today:

Tasks Not Completed Because:

The Best Thing(s) About Today:

The following staff/students were exceptionally helpful today:

Issue(s) the teacher should be aware of:

General Comments: