



## VPK Substitute Tracking Form

Use separate forms for each class

A VPK substitute instructor may be assigned to substitute for an absent credentialed or lead instructor for no more than 30% of the VPK Program.

The maximum allowable hours for a VPK substitute teacher in a school year program is 162hrs.

The maximum allowable hours for a VPK substitute teacher in the summer program is 90hrs.

It is the VPK provider's responsibility to maintain the hours a substitute is assigned to each classroom.

VPK Secondary/assistant instructors are not required to be tracked.

**All substitutes must be approved by the Coalition before they are assigned to a classroom.**

Name of Provider: \_\_\_\_\_

Date in Classroom	Substitute's Name	Classroom I.D. (A, B, C, etc.)	Hours in Classroom	Total Cumulative Hours

***Forms shall be maintained for a minimum of one year and shall be made available for review by the Coalition during normal business hours.***