# Ridgway Area School District

# SUBSTITUTE TEACHER FORM

# What is the Purpose of the Form?

This form should be used to report substitute teachers.

#### Who Should File the Form?

The substitute teachers should complete the form and return it to the Principal's office. The Principal should complete the official use section and sign the form.

# When Should the Form be Filed?

The form should be completed on the day of substitution and submitted to the Superintendent's Office.

Revised: October 2002

# RASD RIDGWAY AREA SCHOOL DISTRICT RASD Substitute Teacher Form

	I have substituted for(Employee Name)	
on (Date)		
(Date)		
WHOLE DAY HALF DAY	FOR OFFICE USE ONLY	
	PERSONAL DAYCONFERENCE	
(PRINTED NAME OF SUBSTITUTE)	VACATION DAYFIELDTRIP	
(TREATED TWENTE OF GODGITTOTE)	SICK DAYOTHER	
(SIGNATURE OF SUBSTITUTE)		
(SIGNATURE OF PRINCIPAL)		
RIDGWA		
	Y AREA SCHOOL DISTRICT RASD Substitute Teacher Form	
I have substituted for		
I have substituted for(Em	Substitute Teacher Form	
I have substituted for(Emj	Substitute Teacher Form  ployee Name)	
I have substituted for(Emjon(Date)	Substitute Teacher Form  ployee Name)	
I have substituted for(Emjon(Date)	Substitute Teacher Form  ployee Name)  FOR OFFICE USE ONLY	
I have substituted for (Empon	PERSONAL DAYCONFERENCE	

REVISED: October 2002