VPK Substitute Instructor Tracking Sheet

- 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**