



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 instructor in the school year program are 162 hours.
The maximum allowable hours for a VPK substitute instructor in the summer program are 90 hours.

It is the VPK provider’s responsibility to maintain the hours a substitute is assigned to each classroom.
VPK Secondary or Assistant instructors are not required to be tracked.

All Lead Substitutes must be approved by the Coalition before they are assigned to a classroom.

Name of Provider: _____

Date in Classroom	Substitute’s Name	Classroom ID (A,B,C, etc.)	Hours in Classroom	Total Cumulative Hours

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