



VPK Substitute Tracking Form

Use separate forms for each class

A 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 the school year program (540 hours) is 162. The maximum allowable hours for the summer program (300 hours) is 90.

It is the provider's responsibility to maintain the hours a substitute is assigned to each classroom. Secondary/assistant instructors are not required to be tracked.

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

Class (A, B, C, etc)	Lead Substitute's Name	Date In Classroom	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.