Early Learning Coalition Sarasota County

FloridaVPK

VPK Substitute Instructor Tracking Sheet

Provider Name: _____

Program Type: ☐ VPK School Year Program ☐ VPK Summer Program

Class: _____

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

Name of Substitute	Date	Time Subbed	Number of Hours	Cumulative Total Hours Tracked
			Total Hours	

Keep on record for THREE (3) years for monitoring