

Please use a separate form for each VPK classroom.

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. **All 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.