early learning coalition of Osceola County

Form ELCOS-VPK-006

EARLY LEARNING COALITION OF OSCEOLA COUNTY

VOLUNTARY PREKINDERGARTED EDUCATION PROGRAM

SUBSTITUTE INSTRUCTOR LOG

Provider Information

Facility _____ Contact _____

Phone _____ Email _____

Substitute instructors may not be assigned for an absent credentialed instructor in excess of 30% of the VPK program hours; 162 hours for school-year and 90 hours for summer VPK programs. VPK providers are responsible for using this form to document the number of hours a substitute instructor has been assigned to each VPK classroom. This record must be submitted with the final attendance sheet upon the programs completion and made available for inspection during onsite visits from the Coalition and/or its designee.

Date	Substitute Name	VPK Classroom Identifier	Substituting for Lead or Assistant	Number of Hours	Official Use Only To Be Verified During VPK Site Visit