VPK Substitute Instruction Tracking Sheet

Early Learning Coalition OF MANATEE COUNTY, INC.

- 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

Facility:		**Class:**		**VPK Year:**
Substitute Name	Date	Time Subbed	Number of Hours Subbed	Total Hours Tracked
Mary Sample	*11/5/2009*	*10:45 - 12:00*	*1.25*	*1.25*