VPK Substitute Instruction Tracking Sheet

- 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:  

<table>
<thead>
<tr>
<th>Substitute Name</th>
<th>Date</th>
<th>Time Subbed</th>
<th>Number of Hours Subbed</th>
<th>Total Hours Tracked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Sample</td>
<td>11/5/2009</td>
<td>10:45 - 12:00</td>
<td>1.25</td>
<td>1.25</td>
</tr>
</tbody>
</table>

Keep on record for THREE (3) years for monitoring