

GUEST TEACHER REPORT FORM

Dear Guest Teacher:

Name of Regular Classroom Teacher: \_\_\_\_\_

We welcome you to Port Angeles Schools, and hope that you will have a pleasant and productive day. This form has been developed to help us make the day as positive as possible for both the visiting teacher and the class, as well as help provide a pleasant return for the regular teacher. Please return this form to the office when you check out.

**GUEST TEACHER OBLIGATIONS:**

- \_\_\_\_\_ a. 7 ½ hours (includes ½ hour before and ½ hour after school)
- \_\_\_\_\_ b. Follow lesson plans to the extent possible.
- \_\_\_\_\_ c. Correct work and leave for grading.
- \_\_\_\_\_ d. Leave room in neat and orderly condition.
- \_\_\_\_\_ e. Write comments on days progress.
- \_\_\_\_\_ f. Check out in the office.

**TO BE COMPLETED BY GUEST TEACHER:**

Were the following available to you in sufficient detail?

Lesson Plans	Yes _____	No _____	School Schedule	Yes _____	No _____
Seating Information	Yes _____	No _____	Room Schedule	Yes _____	No _____
Class List	Yes _____	No _____	Help from staff	Yes _____	No _____

Comments \_\_\_\_\_  
\_\_\_\_\_

(Use the back of this form for additional comments) \_\_\_\_\_  
Signature of Guest Teacher \_\_\_\_\_

**TO BE COMPLETED BY CLASSROOM TEACHER:**

Date of Absence: \_\_\_\_\_

Name of Guest Teacher \_\_\_\_\_

Were the lesson plans followed? ..... Yes \_\_\_\_\_ No \_\_\_\_\_

Was class work corrected and available? ..... Yes \_\_\_\_\_ No \_\_\_\_\_

Was room left in an orderly condition? ..... Yes \_\_\_\_\_ No \_\_\_\_\_

Was teacher's desk and work area orderly? ..... Yes \_\_\_\_\_ No \_\_\_\_\_

Were written comments left indicating day's progress? ..... Yes \_\_\_\_\_ No \_\_\_\_\_

Would you like him/her back? ..... Yes \_\_\_\_\_ No \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

Signature of Classroom Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Return completed form to District Office, Human Resources

