



VPK Substitute Tracking Document

Use an additional page for each Class and Substitute

Maximum allowable substitute hours for 540 program -162

Maximum allowable substitute hours for 300 program -90

Provider Name _____

Class _____ (A, B, C, etc.)

Coalition approved substitute – Name _____ Approval date _____

Week of __/__/__ to __/__/__

	Mon.	Tue.	Wed.	Thurs.	Fri.
Hours per day					

Week Total _____

Week of __/__/__ to __/__/__

	Mon.	Tue.	Wed.	Thurs.	Fri.
Hours per day					

Week Total _____

Week of __/__/__ to __/__/__

	Mon.	Tue.	Wed.	Thurs.	Fri.
Hours per day					

Week Total _____

Week of __/__/__ to __/__/__

	Mon.	Tue.	Wed.	Thurs.	Fri.
Hours per day					

Week Total _____

Week of __/__/__ to __/__/__

	Mon.	Tue.	Wed.	Thurs.	Fri.
Hours per day					

Week Total _____

Records shall be maintained by the VPK provider for the greater of five years after the employee's last day of employment as a VPK instructor or until all investigations to which the records are pertinent have been resolved.