



# 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 a period of five (5) years.