early learning coalition
OF PASCO & HERNANDO

VOLUNTARY PREKINDERGARTEN EDUCATION PROGRAM

SUBSTITUTE TRACKING FORM FOR LEAD INSTRUCTOR

Provider Name: _____ VPK Program Year: _____

Program Type: School Year Program Summer Program

Lead Instructor Name: _____ Classroom: _____

- Substitute information and documents for the Lead Instructor MUST be submitted to ELCPH prior to substituting in the classroom.
- Substitute may not replace a Lead Instructor for more than 30% of the total program hours. (*School Year = 162 Hours)* (*Summer = 90 Hours*)

Name of Substitute	Date	Time	# Of Hours

TOTAL NUMBER OF HOURS:

- Special Note: Keep this tracking form on record for five years for monitoring and auditing purposes.

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