# Substitute Feedback Form

Thank you for spending today in my classroom. I truly hope that your experience was a pleasant one. I’d like to know how your day went. I appreciate you being the guest teacher today, and I *will* follow up on things you tell me.

Please take a moment to fill out the following form and save it on my computer desktop. Your honest answers will help me improve my plans and better deal with students and any problems that arose during your day.

**Today’s date**: [Click to select a date.]

**Name**: [Your Name]

**Contact information**: [Your email address and phone number]

## How was your day?

Was anything unclear about the lesson plan?

|  |  |  |
| --- | --- | --- |
| No | Yes | Explain: [Explanation] |

Did the students struggle with any concepts?

|  |  |  |
| --- | --- | --- |
| No | Yes | Explain: [Explanation] |

Did you have trouble locating any of the materials noted in the substitute teacher plans?

|  |  |  |
| --- | --- | --- |
| No | Yes | Explain: [Explanation] |

Did you have problems with any students? If so, who, and please explain.

|  |  |  |
| --- | --- | --- |
| No | Yes | Explain: [Explanation] |

Do you have suggestions for extension activities or other concepts related to lessons?

|  |  |  |
| --- | --- | --- |
| No | Yes | Explain: [Explanation] |

## Awesome Students

Please list students who went above and beyond to make your day easier!

[Students’ Names]

## Other Comments or Suggestions

Would you be interested in returning to my classroom?

|  |  |  |
| --- | --- | --- |
| No | Yes |  |

Is there anything that I could have done ahead of time to have made your day more successful?

|  |  |  |
| --- | --- | --- |
| No | Yes | Suggestions: [Suggestions] |

Please include any comments or suggestions that you’d like to share.

[Comments or suggestions]