



Substitute Observation Record Sheet

Per PTSB Rules, the Alternate Route to obtaining a Substitute Permit **requires 30 hours of classroom observation (10 hours must be completed at EACH level; elementary, junior high/middle, and high school)**. The applicant must contact the school district directly and make arrangements with the district superintendent to complete the classroom observation required. Please use this sheet to record your observations. You may add additional sheets if needed.

Elementary Log	Date	School Name	Teacher Observed	Grade	Time In	Time Out	Hours	Teacher's Signature

Total Elementary Hours: _____

Jr. High/Middle Log	Date	School Name	Teacher Observed	Grade	Time In	Time Out	Hours	Teacher's Signature

Total Jr. High/Middle Hours: _____

High School Log	Date	School Name	Teacher Observed	Grade	Time In	Time Out	Hours	Teacher's Signature

Total High School Hours: _____