



Substitute Tracking Form for Lead Instructor

VPK Program
(Rev. 10.5.17)

Provider Name: _____

Program Type: VPK School Year Program VPK Summer Program

Lead Instructor Name: _____

- Substitute information and documents for the Lead Instructor **MUST** be submitted to the ELCHC 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	Number of Hours
Total Number of Hours			

Special Note: Keep this tracking form on record for one year for monitoring purposes. This form is available at <https://www.elchc.org/resource-center>