



Foundational Skills Request for Substitute Teacher



- Complete the form for each day you will need a substitute teacher.
- Complete the substitute form only if you have conferred with a District Literacy Advisor.
- Submit the form to earlylearningteam@gmail.com.

Laureate Name _____ Today's Date _____

School _____ Grade Level _____

I am requesting a substitute teacher for _____, _____
(Day of the Week) (Date of Absence)

Full Day _____ Half Day _____

Time _____ to _____
(Actual time the substitute should report.) (Actual time the substitute will finish.)

	Model Effective FS Instruction and/or Strategies
	Facilitate or Co-facilitate School-based PD (during the school day) Topic: _____ (PD presentations must be reviewed by your assigned Early Literacy Advisor)
	Lead Collaborative Planning session
	Co-teach Foundational Skills Lesson
	Coaching Conversation Resulting from the Coaching Cycle
	Informal Observation of Foundational Skills Instructional Block
	Other: _____

Signature _____
Foundational Literacy Laureate Date

Signature _____
Principal Date

Academics Approval

Signature _____
Early Literacy Advisor Date

Signature _____
Early Literacy Department Date