



YAMAHA

Music
Education

SUBSTITUTE TEACHER FORM

yamahamusiceducation.com.au
1300 139 506

CLASS INFO

CLASS CODE: _____ DATE: _____

PROPOSED TEACHER:

NOTIFICATIONS & ATTENDANCE

I understand that the Substitute Teacher Form must be completed and submitted to the office no less than 14 days prior to the affected class date.

I understand that the office must approve in writing prior to the affected class all substitutes.

Attendance is to be marked by midnight Sunday of the same week of class by the substitute. This is the responsibility of the teacher to follow up.

SIGNATURE: _____ DATE: _____

**Please ensure attendance is marked. Please email completed form to
contact@teacher.yamahamusiceducation.com.au**