

Paragraph 1: Introduction

The student:

1. Introduces self.
2. States the date the teacher was out of the classroom and the substitute teacher took his/her place.
3. Presents two reasons that being a substitute teacher can be difficult

Paragraph 2: Body

The student:

4. Acknowledges misbehaving
5. Describes misbehavior

Paragraph 3: Conclusion

The student:

6. Apologizes for the misbehavior
7. Describes plan to improve behavior for the next time that a substitute teacher covers the classroom
8. *(Optional)* Must review the letter with parent(s) and return with their

Sample Apology Letter To Substitute Teacher

Dear Ms. Smith:

[1] *My name is Thomas Morlin. I am a student in Ms. Tolerino’s classroom at Baylor Elementary School. [2] On May 8, Ms. Tolerino could not be in the classroom, so you came in as a substitute teacher. [3] Being a substitute is hard, because you don’t know the students’ names and sometimes students act silly when there is a substitute in the room.*

[4] *During the class, I misbehaved. [5] I made a face at you and told another student that I didn’t like you. The other kids laughed.*

[6] *I apologize for acting so badly when you were teaching our class. [7] The next time that I have a substitute teacher in my classroom, I will speak respectfully and not make faces.*

*Sincerely,
Thomas Morlin*

[8] *Dear Parent(s): Please read this letter and discuss with your child how to improve his or her classroom behavior when a substitute teacher is in the classroom. Then sign the letter and have your child return it to me. Thank you.
Mrs. Tolerino, Teacher*

Signature of Parent(s): _____ Date: _____

*Adapted from Wlodarski, C. (2001). *Tips to help your substitute teacher stay sane.*