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 I have a substitute teacher in my classroom, I will speak respectfully and not make faces.

Sincerely,
Thomas Morlin

Must review the letter with parent(s) and return with their signature.

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