

Substitute Teacher Information

Where to Find . . .

Class list _____
 Seating chart _____
 Attendance record _____
 School map/Floor plan _____
 First-aid kit _____
 Lesson plans & materials _____
 Supplementary activities _____
 Rainy day activities _____
 PE equipment _____
 Art supplies _____

Emergency Procedures

Classroom Procedures

When students finish early _____

 Students with exemplary behavior may _____

 Students who are disruptive may _____

People Who Can Help

Teacher / Room _____
 Administrator / Room _____
 Dependable students _____

Special Schedules

Students with special needs
 Name

Special need(s) / Services

Support teacher(s)

Time / Location

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Instructional assistants / Student teachers
 Name

Role

Schedule

Time / Location

_____	_____	_____	_____
_____	_____	_____	_____