



# Substitute Teacher Information

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## 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 \_\_\_\_\_

## Classroom Procedures

- WHEN STUDENTS FINISH EARLY \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- STUDENTS WITH EXEMPLARY BEHAVIOR MAY \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- STUDENTS WHO ARE DISRUPTIVE MAY \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Emergency Procedures

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## People Who Can Help

TEACHER / ROOM \_\_\_\_\_

ADMINISTRATOR / ROOM \_\_\_\_\_

DEPENDABLE STUDENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Special Schedules

STUDENTS WITH SPECIAL NEEDS

NAME	SPECIAL NEED(S)/SERVICES	SUPPORT TEACHER	TIME / LOCATION
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

INSTRUCTIONAL ASSISTANTS / STUDENT TEACHERS

NAME	ROLE	SCHEDULE	TIME / LOCATION
_____	_____	_____	_____
_____	_____	_____	_____