

# What Your Substitute Needs to Know

## Substitute Information Packet

Teacher Name: \_\_\_\_\_

Room Number: \_\_\_\_\_ Grade: \_\_\_\_\_

## Table of Contents

### **1. My Class List**

Paste your class list on this page. Update as necessary.

### **2. Before-School Procedures**

Note any special things that need to be done before students arrive.

### **3. After Students Arrive — Morning Routine and Morning Work**

Write down exactly what students do when they arrive.

### **4. Morning Paperwork**

Note attendance and lunch count procedures.

### **5. Emergency Procedures**

Write down evacuation plan and note any special instructions.

### **6. My Daily Schedule**

Copy your daily schedule here. Remember to include entrance and exit routines.

### **7. Students Who Leave the Classroom**

Note any students who may leave your classroom during the day. Be sure to include times and how they are transported.

### **8. Instructional Materials**

Write down where to find teacher's guides and/or instructional materials.

### **9. Lesson Plans for the Day**

Insert your own lesson plans here — be very specific.

### **10. Procedure for Behavior Problems**

Copy the school-wide discipline plan and/or your classroom plan here.

### **11. If You Have Questions**

Note helpful students and staff on this page.

### **12. Dismissal Procedures**

Include information about classroom clean up as well as actual dismissal routines.

### **13. How Do I Get Home?**

Include a list of how each student goes home. Update as necessary.