

Substitute Teacher Plan Booklet



Welcome to Our Classroom!

Teacher Name:

Grade:

Daily Schedule Template

Teacher: _____ Date: _____ Grade: _____

[illegible]

Daily Schedule Template

Teacher: _____ Date: _____ Grade: _____

[illegible]

Daily Schedule Template

Teacher: _____ Date: _____ Grade: _____

[illegible]

Daily Schedule Template

Teacher: _____ Date: _____ Grade: _____

[illegible]

Daily Schedule Template

Teacher: _____ Date: _____ Grade: _____

[illegible]

Class Routines & Expectations

Arrival Routines

Bathroom & Water Breaks

Attention Signal

Technology Use

Other Notes

Important Student Information

Student Name	! <u>Allergies / Medical</u>	IEP / Supports	Notes / Emergency Contact
	☐		
	☐		
	☐		
	☐		
	☐		
	☐		
	☐		
	☐		
	☐		

Emergency Info & Quick Procedures

Fire Drill

Lockdown

Medical / Injury

Main Contacts

Office: _____

Principal: _____

Vice Principal: _____

Nearby Teacher / Buddy Class: _____

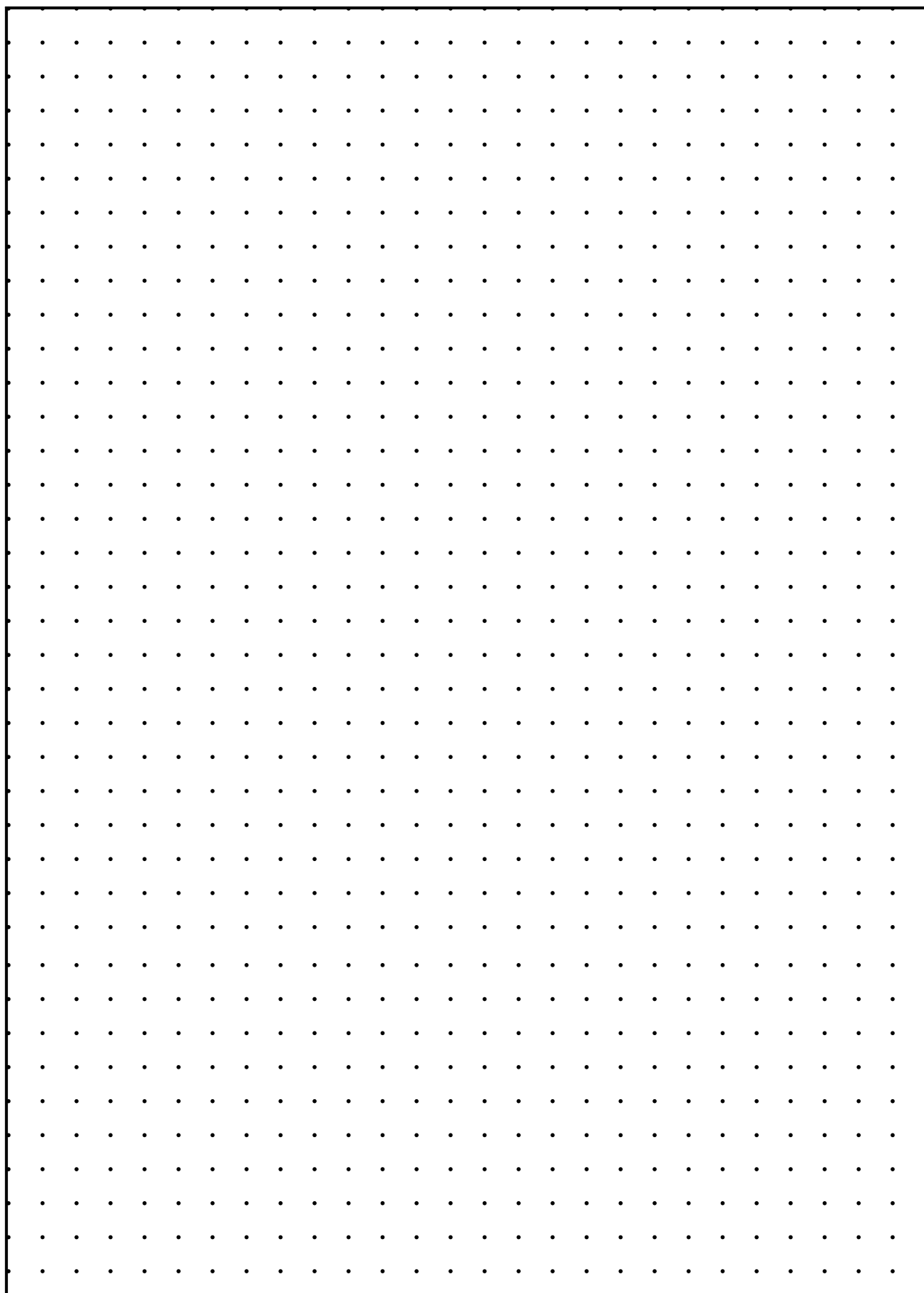
Attendance & Dismissal Log

[illegible]

Attendance & Dismissal Log

[illegible]

Classroom Map / Seating Plan



Notes From the Day

Substitute Name: _____ Date: _____

General Reflections (*How did the day go overall?*)

What We Completed

Unfinished Work / Needs Follow-Up

Classroom Behaviour
