

Substitute Plans for _____
(Teacher's name)

Date(s): _____

Introduction:

Thank you for covering my class today. I have included everything you should need below. Please complete the "substitute feedback form" at the end of the day to provide feedback about the students' performance and to assist me as I work to improve my sub folder!

Daily Schedule:

<u>Time</u>	<u>Period/ Block</u>	<u>Description of Activity</u> (Title of Course, Duties, Lunch, Planning Period, etc.)	<u>Location</u> (Room Number or area of the building)

Attached Items:

- 1) Lesson Plan and Handouts (Subs will have an easier time if you insist that all work be collected at the end of class. Students then know they cannot play during class and complete the work later at home.)
- 2) Seating Charts
- 3) Class lists:
 - a. Please take attendance in each class.
 - b. If attendance must be submitted to the office, you will find notes about that process written here:

Other Notes: (May include information about emergency procedures, special events, recommended "student helpers" in each class, etc. I always write a note asking subs to tell my students "Your teacher told me how great you are and that she hopes you live up to that reputation today!")

Lesson Plan:

Objectives:

Materials and their location:

Things to do before class begins:

Lesson:

Seating Chart:

(Include a copy or simply let the sub know where a copy is filed in the room.)

Class Lists:

(Xerox a copy of your roll book after the names are in it, but before any other notations are made. Some teachers put a star next to one or two students the sub can ask for help in case something needs to be delivered to the office, etc.)

Substitute Feedback Form:

Please complete this form and return it to the teacher along with other paperwork. Thank you!

Comments about individual classes (amount of work completed, behavior, etc.)

Comments about the sub plans (Were the lesson plans clear? Is there anything else that should be included in the folder?)