

Substitute Teacher Folder

To include in folder:

- Class List (Noting special needs) **Update as needed**
- Seating Chart **Update as needed**
- Bus List
- Student Handbook
- Lists of student groups (if applicable)

Instructions for evacuating students with limited mobility (If applicable):

School Day	
Start time	
Early Duty	
Lunch	
Dismissal Time	
Recess/Other	

Other Duties:

Schedule					
Time	Monday	Tuesday	Wednesday	Thursday	Friday

Where Is It?	
Emergency Procedures	
Lesson Plans	
Teacher's Manuals	
Hall Passes	
Bus List	
Class Rules/Consequences	
Other	

<b>Support</b>		
	<b>Name</b>	<b>Phone #</b>
Principal		
Asst. Principal		
Teacher		
Special Education Teacher		
Reliable Student		
Nurse		
Custodian		

<b>Procedures to Follow</b>	
Check-in	
Attendance	
Hall Pass	
Rules/Consequences	
Lunch	
Recess	
What to do when students finish all work	
Dismissal	
Other	

<b>Helpful Information</b>	
Where to park	
Dress code	
Where to eat lunch	
Is there a refrigerator or microwave for staff to use?	
Other	

Thank you so much for coming today.

Please leave me a note about your day.

**Additional Notes for Substitute:**