

SUBSTITUTE TEACHER PLAN

Teacher: [Name]
Grade / subject: [Grade or subject]
Room: [Room #]
Date(s): [MM/DD/YYYY]
School office extension: [Ext.]
Helpful colleague nearby: [Name, Room #]

DAILY SCHEDULE

Time	Class / period	Lesson plan	Materials (location)
[0:00]	[Class]	[What to teach or do]	[Where to find it]
[0:00]	[Class]	[What to teach or do]	[Where to find it]
[0:00]	[Class]	[What to teach or do]	[Where to find it]
[0:00]	[Class]	[What to teach or do]	[Where to find it]
[0:00]	[Class]	[What to teach or do]	[Where to find it]
[0:00]	[Class]	[What to teach or do]	[Where to find it]

ATTENDANCE

[How and when to take attendance, and where to send it]

SEATING CHARTS AND CLASS LISTS

[Where to find them]

STUDENTS WHO NEED SUPPORT

[Accommodations, allergies or medical notes, kept brief and private]

CLASSROOM ROUTINES

[Bathroom passes, signals for quiet, early finishers]

EMERGENCY PROCEDURES

[Where the fire, lockdown and evacuation plans are posted]

DISMISSAL

[Bus, pickup and walker procedures]

NOTES FOR THE TEACHER

[Space for the substitute to leave notes]