

Substitute Teacher Information

The material on these pages has been prepared to provide you with the general information about my class. I hope the information is useful and that you have a good day with my students.

Teacher:

Room:

Principal:	Vice Principal:
Secretary:	Special Area Teachers:
Counselor:	
Library Specialist:	
Parent Volunteer:	

Time

Subject

Teacher Daily Schedule

Ask our secretary about:

- Location of teacher's mailbox
- Bus procedures
- Student attendance
- Room key
- Duty responsibilities
- Lunchroom location
- Restroom location

Special Notes:

Opening Procedures

Opening Activities:

Attendance/Lunch Count:

Lunch Period:

Special Classes - Library, Computer, Etc.

Monday	Tuesday	Wednesday	Thursday	Friday

Students Who Attend Special Classes

Name	Day	Time	Teacher	Room #

Students With Health Problems

Dismissal Procedures

Class Rules and Routines

Classroom:

Restroom:

Pencil Sharpener:

Drinking Fountain:

Recess/Break:

Lunch:

Hall:

Free Time Activities:

Class Management

Quiet Signal:

Other Signals:

Acceptable Rewards:

Discipline Techniques:

Where to Find

Lesson Plans:

Art Supplies:

Seating Charts:

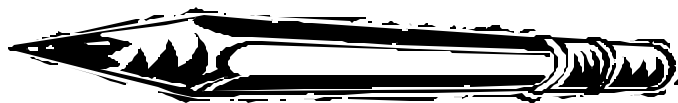
AV Equipment:

Teachers Manuals:

Paper and Pencils:

Computer:

Other:



Emergency Procedures

Fire Drills:

Disaster Drills:

Other:

People to Get Help From

Teacher:

Room:

Teacher:

Room:

Reliable Students:

Additional Information