

Sub Plans

Welcome, and thank you for being here today.

TEACHER		DATE	GRADE AND ROOM		OFFICE EXT.
TIME	CLASS OR ACTIVITY		WHERE	NOTES	

Today's Lessons

Everything you need is labeled on the front table.

CLASS OR SUBJECT	WHAT TO DO	MATERIALS AND WHERE

Class Information

ROUTINES (ATTENDANCE, BATHROOM, LUNCH COUNT, DISMISSAL)		
HELPFUL STUDENTS	STUDENTS WHO NEED SUPPORT	
EMERGENCY PROCEDURES (FIRE, LOCKDOWN, MEDICAL)		
WHO TO ASK	NAME	ROOM OR EXT.
Teacher next door		
Office		
Nurse		
Grade-level lead		