

Substitute Teacher Information

Dear Substitute,
I hope your day goes well! Here is all the information you will need.

..... **Contacts**

Principal: _____

Secretary: _____

Custodian: _____

Nurse: _____

..... **Locations**

Teachers' Lounge: _____

Custodian's Room: _____

Audio Visual Equipment: _____

School Supplies: _____

..... **Emergency Drills**

Fire Drill

What to do: _____

Other Emergency Drill

What to do: _____

Other

Substitute Teacher Information

..... **Classroom Management**

Classroom Rules: _____

Quiet Signal: _____

Rewards: _____

..... **Classroom Policies**

Restroom: _____

Water Fountain: _____

Illness: _____

Principal's Office: _____

Pencil Sharpener: _____

..... **Other Policies**

Substitute Teacher Information

Use the following positive rewards: _____

Teacher's Guide and Handbooks may be found: _____

Lesson Plans may be found: _____

Class Roster may be found: _____

Other instructions: _____

Thank you for taking my class today. Please keep all notes and a list of absences. In addition, I would greatly appreciate a note on how the day went, which students were helpful, and what was accomplished.

Sincerely, _____

Substitute Teacher Information

Weekly Schedule

Teacher: _____

Assistant: _____

TIME	Monday	TIME	Tuesday	TIME	Wednesday	TIME	Thursday	TIME	Friday

Additional Notes: _____

