

Substitute Teacher Checklist

Teacher

- Notify the office.
- Use the district's substitute finder (by telephone or online).
- Inform another teacher at your grade level.
- Complete the Substitute Teacher Information sheet (CD 69).
- Discuss your absence with your students.



Classroom

- Classroom – clean, orderly, and ready
- Seating chart, including a map of the desks
- Student name plates on desks
- Duty and class schedules
- List of special schedules or activities for the day
- Lesson plans – detailed and organized
- Teacher's editions and other resource books
- Copies of activity sheets
- Rules and consequences
- Referral forms and hall passes
- Materials – books, rulers, scissors, etc.
- Supplies – paper, pencils, glue sticks, etc.
- Emergency exit procedure
- Emergency backpack or kit
- List of classroom helpers
- Classroom policies



Substitute Teacher To-Do List

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____