

# Substitute Teacher Information

## Quick Check

- Lesson plans
- Clean, orderly classroom
- Copies of activity sheets

## Welcome!

Teacher's name \_\_\_\_\_ Phone number \_\_\_\_\_

### School overview

School name \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Principal \_\_\_\_\_

Vice-Principal \_\_\_\_\_

Office Manager \_\_\_\_\_

Ext. \_\_\_\_\_

Nurse \_\_\_\_\_

Ext. \_\_\_\_\_

Room \_\_\_\_\_

Custodian \_\_\_\_\_

Teacher's Lounge Room \_\_\_\_\_

School starts \_\_\_\_\_ A.M. Meet students \_\_\_\_\_ A.M.

Recess \_\_\_\_\_ to \_\_\_\_\_ Students \_\_\_\_\_ .

Lunch \_\_\_\_\_ to \_\_\_\_\_ Students \_\_\_\_\_ .

School ends \_\_\_\_\_ P.M. Dismiss students \_\_\_\_\_ P.M.

### Special activities

Date \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ Location \_\_\_\_\_

Date \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ Location \_\_\_\_\_

### Responsible student helpers

### Teacher contacts

Name \_\_\_\_\_ Grade level \_\_\_\_\_ Room \_\_\_\_\_ Ext. \_\_\_\_\_

Name \_\_\_\_\_ Grade level \_\_\_\_\_ Room \_\_\_\_\_ Ext. \_\_\_\_\_

Aide \_\_\_\_\_ Hours \_\_\_\_\_

Students receiving special services/medical care \_\_\_\_\_

### Reminders

