

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

