

## Substitute Folder Checklist

Use this checklist to prepare a notebook for substitute teachers. It will ensure that your classroom runs as smoothly as possible in your absence.

- \_\_\_ 1. Fire Drill Procedures
- \_\_\_ 2. Evacuation Procedures
- \_\_\_ 3. Emergency Situation Procedures/Key Codes
- \_\_\_ 4. School Discipline Plan
- \_\_\_ 5. Classroom Discipline Plan
- \_\_\_ 6. Discipline Forms (referral forms, detention forms)
- \_\_\_ 7. Seating Charts with essential student information included
- \_\_\_ 8. Emergency Procedures
- \_\_\_ 9. Daily Schedule with duty location identified
- \_\_\_ 10. Bell Schedule
- \_\_\_ 11. List of contact people
- \_\_\_ 12. Lesson Plans for the week--or--suggested activities to reinforce concepts and/or skills