

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: _____

[illegible]

Additional Notes: _____