SUBSTITUTE BINDER

The checklist, a seating chart, and the note back. Build it once in August.

Teacher _____ **Room** _____

Grade / subjects _____ **Updated** _____

In this binder

- [ ] Today's plan with times
- [ ] Bell and class schedule
- [ ] Seating charts for every class
- [ ] Class rosters with pronunciation notes
- [ ] Medical, allergy and IEP/504 flags
- [ ] Device and program logins
- [ ] Classroom procedures and behavior plan
- [ ] Emergency procedures and evacuation map
- [ ] Neighbor teacher and office extensions
- [ ] Extra and early-finisher activities
- [ ] Where finished work goes
- [ ] Note-back form for the sub

Classroom routines a stranger would not guess

Students — helpers, watch-fors, seating notes (keep it kind: these pages get read)

Seating chart

Front of room

Mark helpers with a star. Keep notes factual; the chart is read by strangers.

Note back to the teacher

Substitute _____ **Date** _____

Class / period _____ **Phone or email** _____

What we got done

What we did not get to

Students who were especially helpful

Anything you should know

Where I left things