SUBSTITUTE PLANS

Written for someone with no context. Timed blocks, directions and materials together, and the facts a sub actually needs.

Teacher _____ **Date** _____

Room · grade _____ **Neighbor teacher · ext.** _____

Time	Block / class	What to do — step by step	Materials & where they are

Procedures — attendance, bathroom, bell, lining up

Helpers · students who may need extra support

Emergency — drills, nurse, office, who to call

Where finished work goes · early finishers

Please leave me a note — what went well, what to follow up