FOR TEACHERS · K–5TH GRADE · SUB PACKETS · 7 OF 20

Sub Folder Checklist



Check off each item as you add it to your sub folder. Look it over each term so nothing goes out of date.

Teacher: _____ Room: _____

In my sub folder	Done	Notes
Class list and seating chart	☐	
Daily schedule	☐	
Sub information sheet	☐	
One to three days of lesson plans	☐	
Copies made for each lesson	☐	
Attendance and lunch count steps	☐	
Fire drill and lockdown map	☐	
Medical notes and allergies	☐	
Dismissal list: bus, car, walker	☐	
Behavior plan and attention signal	☐	
Early finisher activities	☐	
Sub report form	☐	

Where the folder is kept

Who to ask for help

Last updated: _____

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