FOR TEACHERS · K–5TH GRADE · SUB PACKETS · 1 OF 5

Substitute Teacher Info Sheet

Fill this in once, keep it in your sub folder and update it each term. Everything a guest teacher needs on one page.



Teacher: _____ **Room:** _____

Our daily schedule

Time	What we do

Good to know

Class helpers: _____

Teacher next door: _____

Office phone: _____

Lunch time: _____

Recess duty: _____

Dismissal: _____

Emergency folder: _____

Attention signal and routines

Students who need extra support

Allergies and medical notes

If you have extra time

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CLASSROOM · K–1ST GRADE · SUB PACKETS · 2 OF 5

Guest Teacher Fun Pack

We have a guest teacher today! Do each box, then show your guest teacher.

Name: _____ **Date:** _____



My guest teacher's name is: _____

1. Count the stars.

☆ ☆ ☆ ☆ ☆ ☆
☆ ☆ ☆

How many? ☐

2. Fill in the missing number.

10	11		13

3. Trace the word. Then write it.

hello hello

4. Draw you and your guest teacher.

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ANSWER KEY · SUB PACKETS · FOR GROWN-UPS

Answer Key: Guest Teacher Fun Pack

We have a guest teacher today! Do each box, then show your guest teacher.



My guest teacher's name is: _____

1. Count the stars.

☆ ☆ ☆ ☆ ☆ ☆

☆ ☆ ☆

How many? 9

2. Fill in the missing number.

10	11	12	13

3. Trace the word. Then write it.

hello hello

4. Draw you and your guest teacher.

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CLASSROOM · 2ND–3RD GRADE · SUB PACKETS · 3 OF 5

Sub Day Puzzle Pack



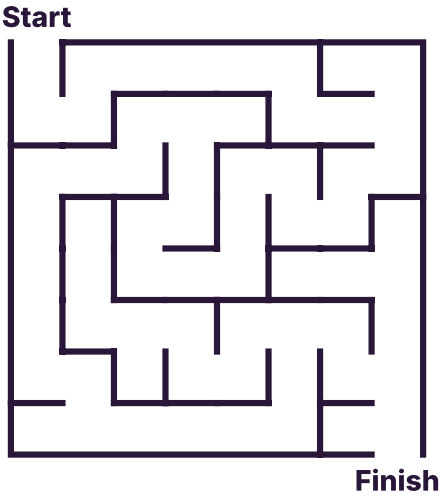
Solve the puzzles on your own. When you finish, write a note to your guest teacher.

Name: _____ **Date:** _____

1. Unscramble the school words.

1. L C P E N I _____
2. O K O B _____
3. P R E P A _____
4. S K E D _____
5. H E R T C A E _____

2. Find your way from Start to Finish.



3. Number riddle

3. I am between 10 and 20. I am even. My two digits add up to 5. What number am I? _____

4. Write a note to your guest teacher. What was the best part of today?

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ANSWER KEY · SUB PACKETS · FOR GROWN-UPS

Answer Key: Sub Day Puzzle Pack

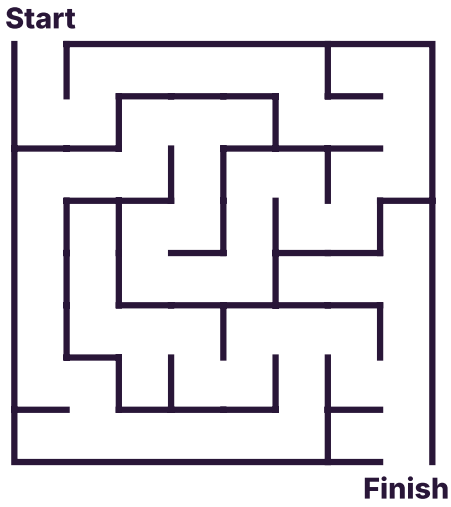
Solve the puzzles on your own. When you finish, write a note to your guest teacher.



1. Unscramble the school words.

1. L C P E N I **PENCIL**
2. O K O B **BOOK**
3. P R E P A **PAPER**
4. S K E D **DESK**
5. H E R T C A E **TEACHER**

2. Find your way from Start to Finish.



3. Number riddle

3. I am between 10 and 20. I am even. My two digits add up to 5. What number am I? **14**

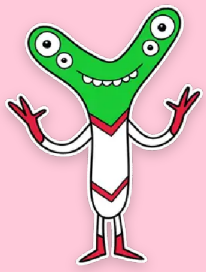
4. Write a note to your guest teacher. What was the best part of today?

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CLASSROOM · 4TH–5TH GRADE · SUB PACKETS · 4 OF 5

Sub Day Brain Pack

Brain teasers for a guest teacher day. Show your thinking. Then try the writing challenge.



Name: _____ **Date:** _____

1. **What comes next? 2, 6, 18, 54, _____**

2. **Crack the code (A = 1, B = 2, C = 3…): 8 – 5 – 12 – 12 – 15 = _____**

3. **Four friends stand in a line. Dee is in front of Ana. Ana is in front of Ben. Cal is last. Who is first? _____**

4. **How many words of 3 or more letters can you make from CLASSROOM? (room, class, moss…) _____**

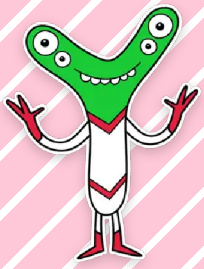
5. **If you were the teacher for one day, what would you teach and why?**

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ANSWER KEY · SUB PACKETS · FOR GROWN-UPS

Answer Key: Sub Day Brain Pack

Brain teasers for a guest teacher day. Show your thinking. Then try the writing challenge.



1. **What comes next? 2, 6, 18, 54, 162 (multiply by 3)**

2. **Crack the code (A = 1, B = 2, C = 3…): 8 – 5 – 12 – 12 – 15 = HELLO**

3. **Four friends stand in a line. Dee is in front of Ana. Ana is in front of Ben. Cal is last. Who is first? Dee (Dee, Ana, Ben, Cal)**

4. **How many words of 3 or more letters can you make from CLASSROOM? (room, class, moss…)**

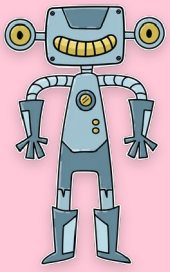
   Answers vary: room, roam, moss, mass, class, cross, coal, solo…

5. **If you were the teacher for one day, what would you teach and why?**

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

Substitute Teacher Report



For the guest teacher: please fill this in at the end of the day and leave it on the desk. Thank you!

Guest teacher: _____ **Date:** _____

Students absent: _____

What we did

Subject or time	Finished?	Notes

Super helpers today

Problems or concerns

Messages, phone calls and notes from the office

Overall, the day was...

☐ great ☐ good ☐ a little bumpy ☐ please call me

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