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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