

Substitute Teacher Information Sheet

Everything a guest teacher needs, on one page

Teacher: _____ Class: _____ Room: _____ Grade: _____

Daily schedule

Time	Subject or activity	Where, who and notes

How things work in our room

Attendance and lunch count: _____

Restroom and hall passes: _____

Getting students started: _____

Behavior system: _____

Dismissal and pickups: _____

Lesson plans and materials are: _____

Helpful people and places

Neighbor teacher and room: _____ Office phone: _____

Helpful students: _____ Fire drill exit: _____

Students with special notes (see attached list): _____

Anything else

