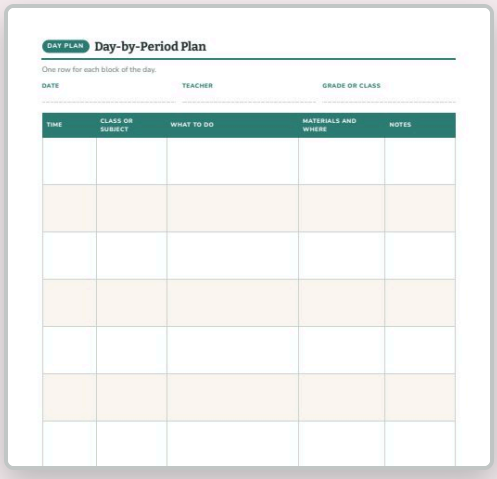
SUB PLANS · FREE

FREE

FREE EDITABLE SUB PLANS

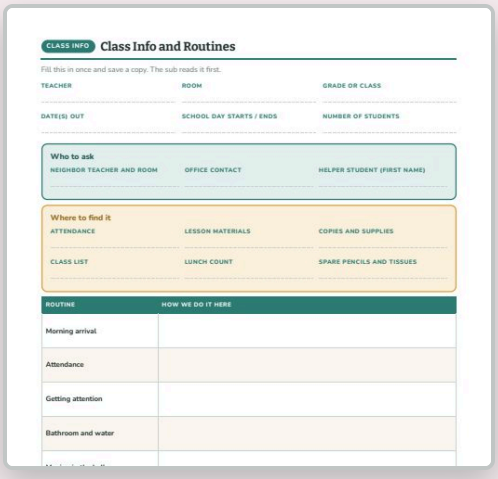
A day-by-period plan, class info, a safety page of blanks, support notes and an end-of-day report. Type in it or print it.


DAY PLAN Day-by-Period Plan

One row for each block of the day.

DATE | TEACHER | GRADE OR CLASS

TIME	CLASS OR SUBJECT	WHAT TO DO	MATERIALS AND WHERE	NOTES


CLASS INFO Class Info and Routines

Fill this in once and save a copy. The sub reads it first.

TEACHER | ROOM | GRADE OR CLASS

DATE(S) OUT | SCHOOL DAY STARTS / ENDS | NUMBER OF STUDENTS

Who to ask

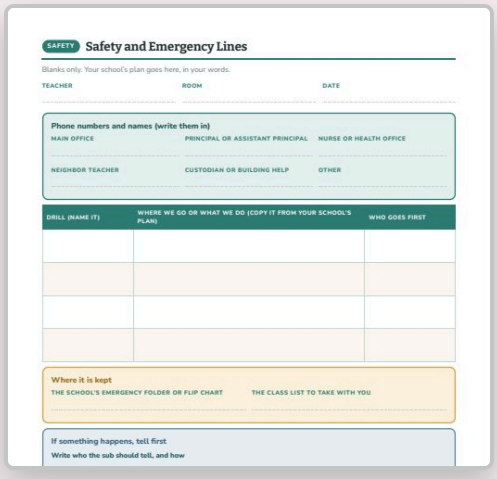
NEIGHBOR TEACHER AND ROOM | OFFICE CONTACT | HELPER STUDENT (FIRST NAME)

Where to find it

ATTENDANCE | LESSON MATERIALS | COPIES AND SUPPLIES

CLASS LIST | LUNCH COUNT | SPARE PENCILS AND TISSUES

ROUTINE	HOW WE DO IT HERE
Morning arrival	
Attendance	
Getting attention	
Bathroom and water	


SAFETY Safety and Emergency Lines

Blanks only. Your school's plan goes here, in your words.

TEACHER | ROOM | DATE

Phone numbers and names (write them in)

MAIN OFFICE | PRINCIPAL OR ASSISTANT PRINCIPAL | NURSE OR HEALTH OFFICE

NEIGHBOR TEACHER | CUSTODIAN OR BUILDING HELP | OTHER

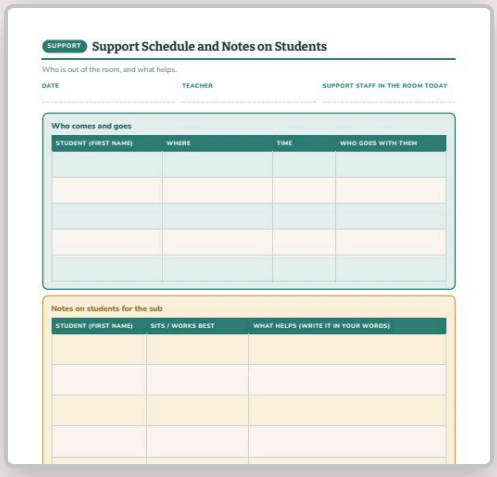
DRILL (NAME IT)	WHERE WE GO OR WHAT WE DO (COPY IT FROM YOUR SCHOOL'S PLAN)	WHO GOES FIRST

Where it is kept

THE SCHOOL'S EMERGENCY FOLDER OR FLIP CHART | THE CLASS LIST TO TAKE WITH YOU

If something happens, tell first

Write who the sub should tell, and how


SUPPORT Support Schedule and Notes on Students

Who is out of the room, and what helps.

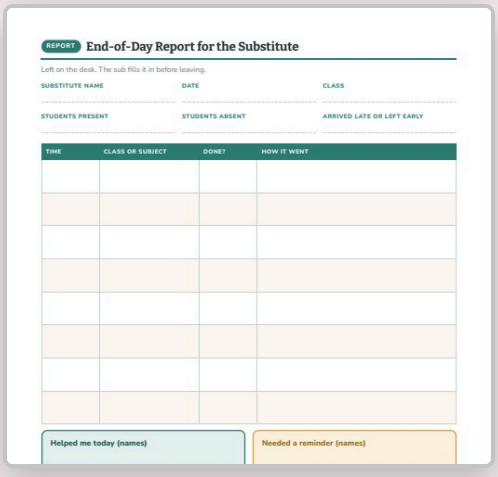
DATE | TEACHER | SUPPORT STAFF IN THE ROOM TODAY

Who comes and goes

STUDENT (FIRST NAME)	WHERE	TIME	WHO GOES WITH THEM

Notes on students for the sub

STUDENT (FIRST NAME)	SITS / WORKS BEST	WHAT HELPS (WRITE IT IN YOUR WORDS)


REPORT End-of-Day Report for the Substitute

Left on the desk. The sub fills it in before leaving.

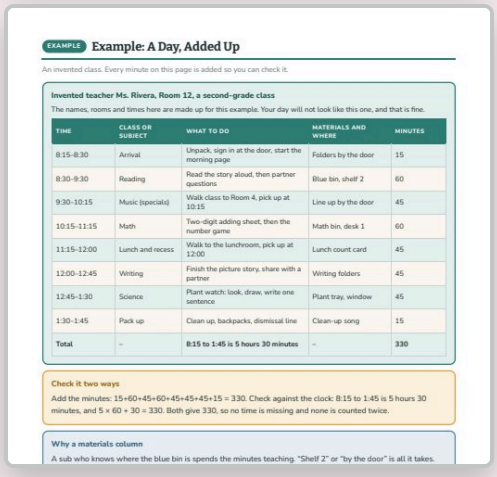
SUBSTITUTE NAME | DATE | CLASS

STUDENTS PRESENT | STUDENTS ABSENT | ARRIVED LATE OR LEFT EARLY

TIME	CLASS OR SUBJECT	DONE?	HOW IT WENT

Helped me today (names)

Needed a reminder (names)


EXAMPLE Example: A Day, Added Up

An invented class. Every minute on this page is added so you can check it.

Invented teacher Ms. Rivera, Room 12, a second-grade class

The names, rooms and times here are made up for this example. Your day will not look like this one, and that is fine.

TIME	CLASS OR SUBJECT	WHAT TO DO	MATERIALS AND WHERE	MINUTES
8:15-8:30	Arrival	Unpack, sign in at the door, start the morning page	Folders by the door	15
8:30-9:30	Reading	Read the story aloud, then partner questions	Blue bin, shelf 2	60
9:30-10:15	Music (specials)	Walk class to Room 4, pick up at 10:15	Line up by the door	45
10:15-11:15	Math	Two-digit adding sheet, then the number game	Math bin, desk 1	60
11:15-12:00	Lunch and recess	Walk to the lunchroom, pick up at 12:00	Lunch count card	45
12:00-12:45	Writing	Finish the picture story, share with a partner	Writing folders	45
12:45-1:30	Science	Plant watch: look, draw, write one sentence	Plant tray, window	45
1:30-1:45	Pack up	Clean up, backpacks, dismissal line	Clean-up song	15
Total	–	8:15 to 1:45 is 5 hours 30 minutes	–	330

Check it two ways

Add the minutes: 15+60+45+60+45+45+45+15 = 330. Check against the clock: 8:15 to 1:45 is 5 hours 30 minutes, and 5 × 60 + 30 = 330. Both give 330, so no time is missing and none is counted twice.

Why a materials column

A sub who knows where the blue bin is spends the minutes teaching. "Shelf 2" or "by the door" is all it takes.

FREE | 10 Pages | Fillable PDF

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A note on student information

Pages you fill in will contain confidential student information. Keep completed pages secure, follow your district's FERPA and records policies, and consider using first names or initials on anything that leaves your classroom.

Found a problem? Want something added?

Please use the **Ask a Question** tab on the product page before leaving a review — every question is read, and a fix to the file is a free update. Updates are always free: re-download from **My Purchases**. If this resource saved you time, an honest rating on Teachers Pay Teachers (**My Purchases → Leave a Review**) helps other teachers find a small shop, and TPT credits you toward future purchases for it.

PREVIEW

START HERE

How to Use the Free Sub Plans

Three steps. Everything here works typed or printed.

1. **Fill in the class pages.** Class info and routines (page 4) and the safety lines (page 5). You only do these once a year. Save a copy.
2. **Write the day.** On the day plan (page 6) put a time, the subject, what to do and where the materials are. Add who comes and goes and notes on students (page 7).
3. **Get the report back.** Leave the end-of-day report (page 8) on the desk. The substitute fills it in and you read it when you are back.

IF THE SUB NEEDS TO KNOW…	PAGE	WHAT IS THERE
Where things are and how we do it	4	Class info, who to ask, eight routines with a blank line each
Drill spots and who to call	5	Blank lines for your school's own plan and phone numbers
What to teach, and when	6	8 timed blocks: subject, what to do, materials, notes
Who is out of the room, and who needs a hand	7	A coming-and-going table and a notes-on-students table
How it went	8	End-of-day report with a row for every block
What a finished day looks like	9	One invented class, every minute added

How the type-in fields work

Open the file in a PDF reader such as Adobe Acrobat Reader and click a box to type. Use Save As so the original stays blank. Or print it and write by hand; print at Actual size.

What this file is not

It is a fillable PDF, not a slide deck or a word-processor file. You type in the boxes. You do not edit the layout.

Your school decides the rest

Drill routes, emergency steps, health and medical details and any rule about what a substitute may do come from your school and your district. This template has a blank line for each one and fills in none of them.

What's in this file

Page 4: class info and routines. Page 5: safety and emergency blanks. Page 6: day-by-period plan. Page 7: support schedule and student notes. Page 8: end-of-day report. Page 9: a worked example day. Page 10: what to use next.

Keep it private

Student names on a sub plan are student information. Leave the plan where your school says to, and use first names or initials if your school asks for that.

PREVIEW

CLASS INFO

Class Info and Routines

Fill this in once and save a copy. The sub reads it first.

TEACHER	ROOM	GRADE OR CLASS
DATE(S) OUT	**SCHOOL DAY STARTS / ENDS**	**NUMBER OF STUDENTS**

Who to ask

NEIGHBOR TEACHER AND ROOM	OFFICE CONTACT	HELPER STUDENT (FIRST NAME)

Where to find it

ATTENDANCE	LESSON MATERIALS	COPIES AND SUPPLIES
CLASS LIST	LUNCH COUNT	SPARE PENCILS AND TISSUES

ROUTINE	HOW WE DO IT HERE
Morning arrival	
Attendance	
Getting attention	
Bathroom and water	
Moving in the hall	
Finished early	
Lunch and recess	
Pack up and dismissal	

PREVIEW

SAFETY

Safety and Emergency Lines

Blanks only. Your school's plan goes here, in your words.

TEACHER _____ ROOM _____ DATE _____

Phone numbers and names (write them in)

MAIN OFFICE _____

PRINCIPAL OR ASSISTANT PRINCIPAL _____

NURSE OR HEALTH OFFICE _____

NEIGHBOR TEACHER _____

CUSTODIAN OR BUILDING HELP _____

OTHER _____

DRILL (NAME IT)	WHERE WE GO OR WHAT WE DO (COPY IT FROM YOUR SCHOOL'S PLAN)	WHO GOES FIRST

Where it is kept

THE SCHOOL'S EMERGENCY FOLDER OR FLIP CHART _____

THE CLASS LIST TO TAKE WITH YOU _____

If something happens, tell first

Write who the sub should tell, and how

_____

_____

This page is blanks only

It does not tell anyone what to do in a drill or an emergency. Write what your school's own plan says, or tape a copy of it to this page. Health and medical details go on your district's own form, not here.

PREVIEW