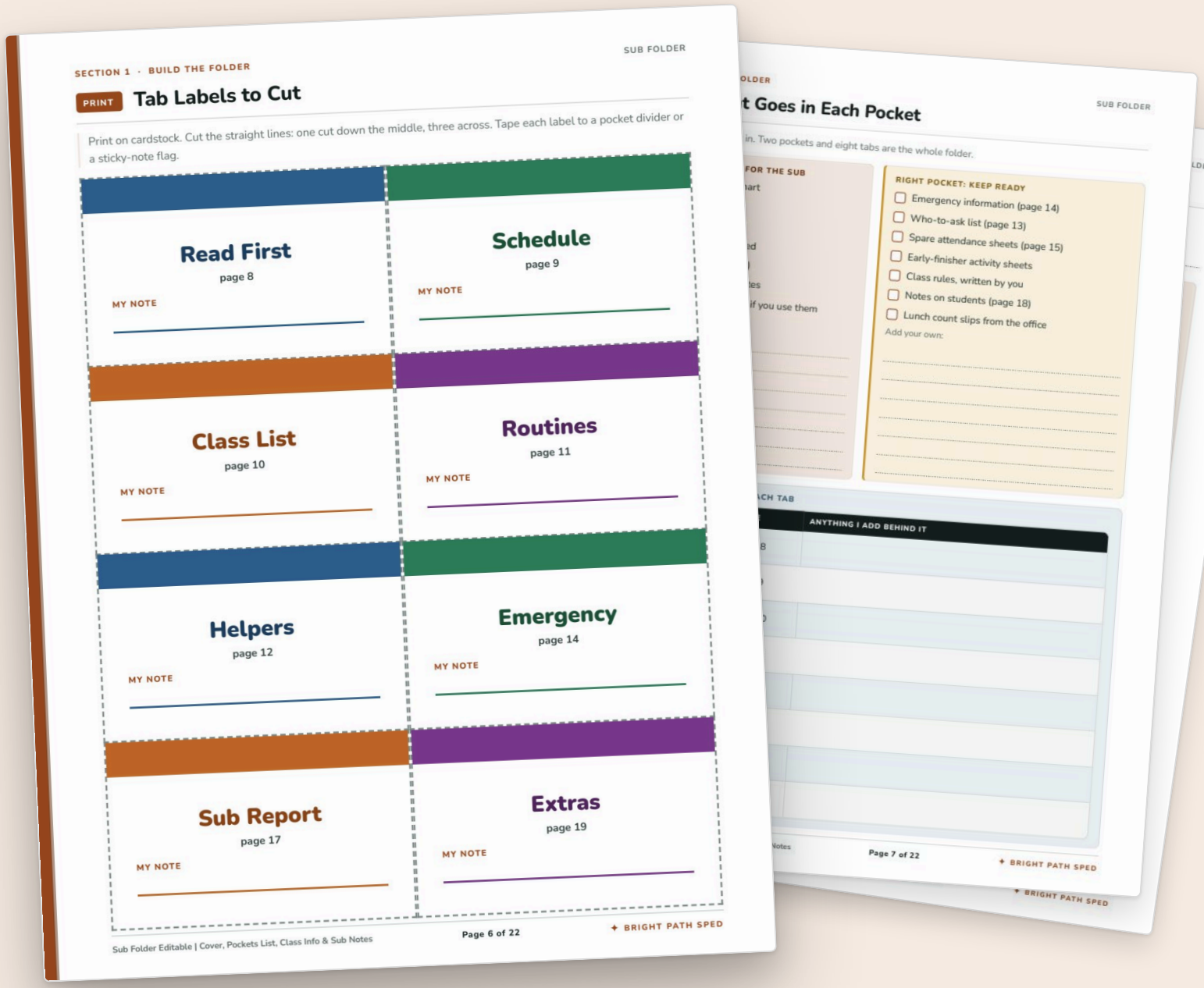
SUBSTITUTE PLANS · CLASSROOM COVERAGE

EDITABLE

Sub Folder



22 PAGES | TABS + POCKET LIST | CLASS INFO + SUB NOTES | FILLABLE PDF

✦ BRIGHT PATH SPED

CONTENTS What Is Inside, and Where

Before you begin

PAGE 4


Start Here — Three Steps
START HERE
4

01 Build the Folder

PAGES 5–7


Folder Cover and Spine Label
PRINT
5


Tab Labels to Cut
PRINT
6


What Goes in Each Pocket
CHECKLIST
7

02 Class Information

PAGES 8–14


My Class at a Glance
REFERENCE
8


Our Daily Schedule
LOG
9


Class List
ROSTER
10


How We Do Things Here
REFERENCE
11


Student Helpers
ROSTER
12


Who to Ask in the Building
REFERENCE
13


Emergency Information
REFERENCE
14

03 The Day

PAGES 15–16


Day Sheet: Attendance and Lunch Count
TRACKER
15


Hello, Substitute!
FOR KIDS
16

04 Report Back

PAGES 17–21


End-of-Day Report
LOG
17


Notes on Students
NOTES
18


Note to the Returning Teacher
NOTES
19


Sub Note Phrase Bank
REFERENCE
20


A Sub Day, Filled In
EXAMPLE
21

☆ START HERE Start Here — Three Steps

Ninety seconds of reading. Build the folder once; the rest is ready for any sub.

1

Build the folder

Print the cover and label strip (page 5) and the eight tabs (page 6). Cut the tabs on the straight lines.

Tick the pocket checklist (page 7) as you fill the two pockets.

2

Fill in the class once

Type the class pages (pages 8–14): the class at a glance, schedule, class list, routines, helpers, who to ask and emergency information.

Print the day sheet (page 15) fresh for each day you are out.

3

Get the day back in writing

The substitute fills in the end-of-day report and notes on students (pages 17–18) before leaving.

The note to the returning teacher (page 19) is the page you read first; see page 21 for a whole day filled in.

WHAT THIS FILE IS

A fillable PDF. The fields are built into the document, so it works offline with no account or subscription and looks the same on every machine that opens it. Every page also prints blank for a pen. It is not an editable slide deck, and the pages cannot be restyled.

WHAT THIS FILE IS NOT

Not a safety plan and not a statement of your school's rules. Drills, discipline and who to call are blank lines for your own building's procedure.

WHICH PAGE FOR WHAT

Out tomorrow, little notice: pages 8–9.
Substitute asks where something is: page 8.
Substitute needs a name: pages 12–13.
Students finish early: page 16.

IF SOMETHING DOES NOT WORK

The text disappears when I close it. Open the file in Acrobat Reader and use Save As.
I need more rows. Print a second copy of that page.
My printer cuts off the border. Print at 100 percent, not "fit to page."
Anything else: the Ask a Question tab on the product page.

THE DAY BEFORE YOU ARE OUT

- [ ] Update the schedule and the day sheet.
- [ ] Tick the pocket checklist and set out the copies.
- [ ] Tell your teaching partner next door, and put this folder on your desk.

CONFIDENTIALITY

A filled-in class list is a student record. Keep the folder somewhere secure, follow your school's privacy policy, and use first names or initials on any page that leaves your room.

PRINT

Tab Labels to Cut

Print on cardstock. Cut the straight lines: one cut down the middle, three across. Tape each label to a pocket divider or a sticky-note flag.

Read First

page 8

MY NOTE

Schedule

page 9

MY NOTE

Class List

page 10

MY NOTE

Routines

page 11

MY NOTE

Helpers

page 12

MY NOTE

Emergency

page 14

MY NOTE

Sub Report

page 17

MY NOTE

Extras

page 19

MY NOTE

CHECKLIST

What Goes in Each Pocket

Tick each item as you put it in. Two pockets and eight tabs are the whole folder.

LEFT POCKET: LEAVE OUT FOR THE SUB

- [ ] Class list and seating chart
- [ ] Daily schedule
- [ ] Lesson plans for the day
- [ ] Copies for the day, counted
- [ ] Sub report form (page 17)
- [ ] A pen and a few sticky notes
- [ ] Reward tickets or stickers, if you use them

Add your own:

RIGHT POCKET: KEEP READY

- [ ] Emergency information (page 14)
- [ ] Who-to-ask list (page 13)
- [ ] Spare attendance sheets (page 15)
- [ ] Early-finisher activity sheets
- [ ] Class rules, written by you
- [ ] Notes on students (page 18)
- [ ] Lunch count slips from the office

Add your own:

TAB GUIDE: WHAT SITS BEHIND EACH TAB

TAB	PAGE	ANYTHING I ADD BEHIND IT
Read First	page 8	
Schedule	page 9	
Class List	page 10	
Routines	page 11	
Helpers	page 12	
Emergency	page 14	
Sub Report	page 17	
Extras	page 19	

LOG

End-of-Day Report

Please fill this in before you leave, even if the day was quiet.

SUBSTITUTE

DATE

PHONE OR EMAIL

DID EACH BLOCK HAPPEN?

#	BLOCK	DONE, PARTLY OR NOT	WHAT WE DID OR WHAT IS LEFT
1			
2			
3			
4			
5			
6			
7			
8			
9			

HOW THE DAY WENT OVERALL

- [ ] Great
- [ ] Fine
- [ ] Busy
- [ ] Hard

WHAT WENT WELL

WHAT NEEDS FOLLOW-UP

WE RAN OUT OF, OR SOMETHING IS BROKEN

NOTES

Note to the Returning Teacher

A short note built from the end-of-day report and notes on students — the page a returning teacher reads first.

SUBSTITUTE

DATE

RETURNING TEACHER

WHAT THE CLASS DID TODAY

In plain words, from the end-of-day report (page 17).

STUDENTS WHO WERE A BIG HELP

ONE THING TO FOLLOW UP ON TOMORROW

ANYONE I CALLED OR TALKED TO

MESSAGES, SUPPLIES OR REPAIRS

From page 17, if anything is there.

WHERE TO REACH ME WITH A QUESTION

TIME THIS WAS WRITTEN

EXAMPLE A Sub Day, Filled In

SAMPLE · INVENTED STUDENT

Mr. Ellis, Ms. Ramos, the class and every student are invented, and so is every mark on this page.

DAY SHEET (PAGE 15)

COUNT	NUMBER
Students on the class list	20
Absent (J.W., P.N.)	2
Here (C.H. arrived late, counted here)	18
Lunch: hot	12
Lunch: cold	6
Check: hot + cold	12 + 6 = 18

END-OF-DAY REPORT (PAGE 17)

BLOCK	DONE, PARTLY OR NOT
Reading	Done
Math	Done
Specials	Done
Writing	Partly
Science	Not done
Closing circle	Done

4 done + 1 partly + 1 not done = 6. Science did not fit.

NOTES ON STUDENTS (PAGE 18), THE SAME DAY

#	STUDENT	ABSENT, PULLED OUT OR LEFT EARLY	HELPFUL OR KIND	TELL THE TEACHER
1	J.W.	Absent all day	–	–
2	P.N.	Absent all day	–	–
3	R.A.	–	Showed me the lining-up routine	–
4	C.H.	Arrived at 9:20	–	Missed morning work
5	L.M.	Left at 2:30 with a note	–	Send home today's math sheet

NOTE TO THE RETURNING TEACHER (PAGE 19)

Substitute: Mr. Ellis (invented) **Date:** Oct 14 (invented) **Returning teacher:** Ms. Ramos

Did: Four of six blocks. Writing was partly done and science did not fit.

Big help: R.A. showed me the lining-up routine.

Follow up: C.H. missed morning work; see page 18.

WHY THIS IS ENOUGH

Every line in the note came from a page already filled in: the day sheet, the students page and the report.

CHECK THE NUMBERS

20 on the list − 2 absent = 18 here. 12 hot + 6 cold = 18 lunches, the same as the number here. 4 done + 1 partly + 1 not done = 6 blocks.