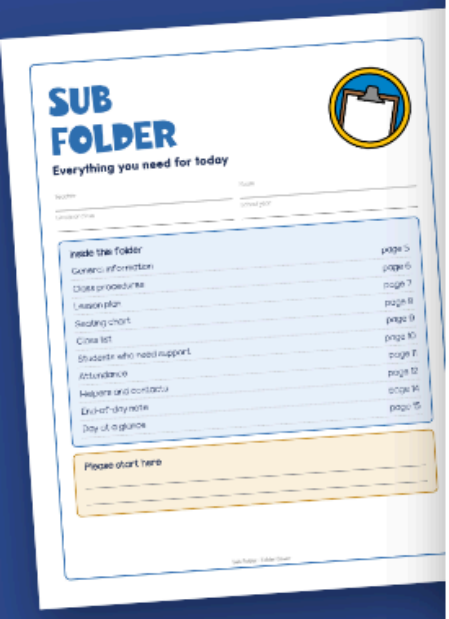
SUB FOLDER TEMPLATES

FILLABLE FORMS FOR YOUR SUBSTITUTE





A Filled-in Day

This is the schedule from page 5 and the routines from page 6, filled in.

Teacher	Room	Grade or class
Ms. Rivera	Room 12	Grade 3

Start	End	Subject or activity	Where	Minutes
8:15	8:30	Arrival and morning work	Room 12	15
8:30	9:30	Reading groups	Room 12	60
9:30	10:15	Math	Room 12	45
10:15	10:35	Recess	Playground	20
10:35	11:15	Writing	Room 12	40
11:15	11:55	Art, Music or PE (see the card)	Specials	40
11:55	12:35	Lunch and recess	Cafeteria	40
12:35	1:20	Science	Room 12	45
1:20	2:00	Read-aloud and pack up	Room 12	40
8:15	2:00	The whole day: **8:15** to **2:00**		345

Routine	In this room
Bathroom and hall passes	One at a time. Take the green pass from the hook.
Food and drink	Water bottles at desks. Snacks only at morning work.
Cell phones and devices	Phones stay in backpacks until the bell.
Seating	Desks are in pods of four. Use the seating chart on page 8.
Getting the class's attention	Hand up, quiet signal, wait for all eyes.

Sub Folder · Example · A Filled-In Day · sample, invented names

22 PAGES

FILLABLE PDF



Bright Path Sped

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Print at 100 percent

Turn off fit to page and shrink to fit. Every line is black or gray and every box is drawn in line, so the pages photocopy in black and white.

A folder with student names in it

The class list, seating chart and attendance sheet carry student names. Keep the filled folder where your school keeps student records, and follow your school's own rules for what a substitute may see.

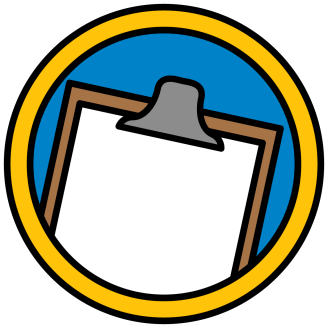
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PREVIEW

SUB FOLDER



Everything you need for today

Teacher _____ Room _____

Grade or class _____ School year _____

Inside this folder

General information	page 5
Class procedures	page 6
Lesson plan	page 7
Seating chart	page 8
Class list	page 9
Students who need support	page 10
Attendance	page 11
Helpers and contacts	page 12
End-of-day note	page 14
Day at a glance	page 15

PREVIEW

Please start here

_____

_____

Class Procedures

10 routines a sub is asked about most. Write what happens in your room, in a few plain words. For the last one, write where your school keeps its plan.

Bathroom and hall passes

Food and drink

Cell phones and devices

Seating

Getting the class's attention

Lining up and dismissal

Lunch and recess

If students finish early

Computers and tablets

Where to find the emergency plan

PREVIEW

Class List

Room for 25 students. Type each name once here, then copy the list onto the attendance sheet.

Class _____ Teacher _____ Date made _____

No.	Student	Helper job	Note
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

PREVIEW

Attendance

Type X under Here, Absent, Tardy or Left early for each student. Count the marks on page 15.

Date _____ Class or period _____ Taken by _____

No.	Student	Here	Absent	Tardy	Left early	Time or note
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

PREVIEW

My name _____ Date _____

Tell our sub about our class.

Something I can help you with is

Our class likes to

Draw something we do in our class.

Color a star when you are done!

PREVIEW

End-of-Day Note to the Teacher

For the substitute to fill in before leaving. Short is fine. Note starters are on page 16.

Date _____ Substitute _____ Class _____

How the day went

What we finished

What we did not get to

Absent or tardy students

Great helpers today

Students to check on

Messages for you (from the office or other adults)

Anything missing or out of place

Where I left papers, work and materials

Substitute's contact (if you have questions)

Phone or email _____ Signature _____

PREVIEW

A Filled-In Day

This is the schedule from page 5 and the routines from page 6, filled in.

Teacher: Ms. Rivera

Room: Room 12

Grade or class: Grade 3

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Seating	Desks are in pods of four. Use the seating chart on page 8.
Getting the class's attention	Hand up, quiet signal: wait for all eyes.

PREVIEW

A Filled-In Note and Counts

First names only. The counts follow the sheets on pages 11 and 15.

Time	Block	Result
8:15	Arrival and morning work	Done
8:30	Reading groups	Done
9:30	Math	Done
10:15	Recess	Done
10:35	Writing	Done
11:15	Art, Music or PE (see the card)	Partly
11:55	Lunch and recess	Done
12:35	Science	Done
1:20	Read-aloud and pack up	Done

Day at a glance	Count
Students on the list	24
Here	22
Absent	2
Tardy (counted in Here)	1
Left early	1
Blocks planned	9
Finished	8
Partly finished	1
Not done	0

PREVIEW

The note to the teacher

Good day. We finished 8 of 9 blocks and got partway through the other one. Dina and Eli were absent. Fern came in late. Ava and Cruz were great helpers.

Names in the note

Absent: Dina, Eli. **Tardy:** Fern. **Great helpers:** Ava, Cruz.

Divider Tabs

Print on cardstock. Cut the 12 tabs apart on the dashed lines, then fold over or tape each tab to a page or a folder divider.

Folder cover Sub Folder	**General information** Sub Folder	**Class procedures** Sub Folder
Lesson plan Sub Folder	**Seating chart** Sub Folder	**Class list** Sub Folder
Students who need support Sub Folder	**Attendance** Sub Folder	**Helpers and contacts** Sub Folder
End-of-day note Sub Folder	_____ My own tab	_____ My own tab

PREVIEW