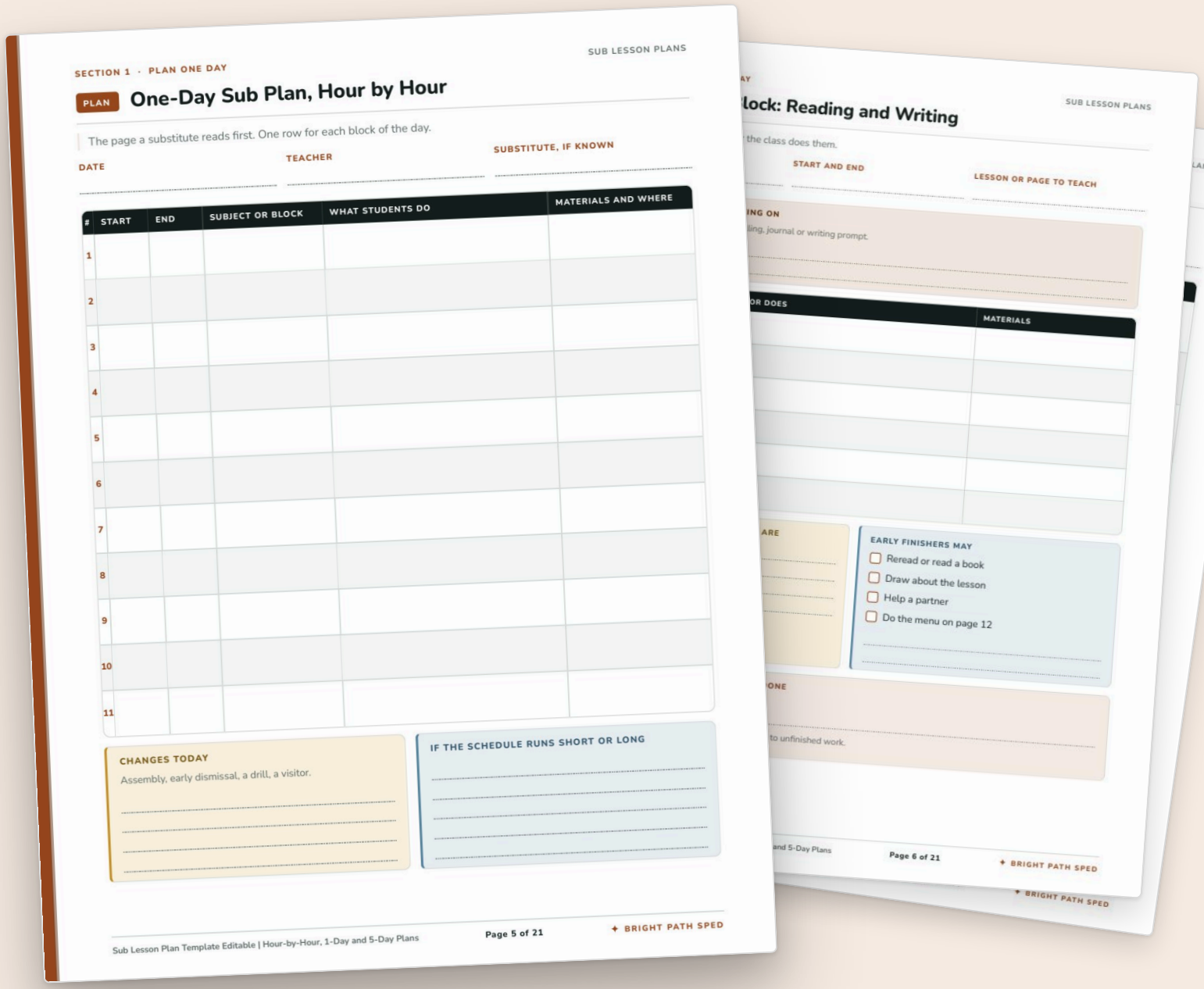
SUBSTITUTE PLANS · CLASSROOM COVERAGE

EDITABLE

# Sub Lesson Plan Template




21 PAGES | 1-DAY + 5-DAY PLANS | HOUR BY HOUR | FILLABLE PDF

✦ BRIGHT PATH SPED

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# What Is Inside, and Where

## Before you begin

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Start Here — Three Steps
START HERE
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## 01 Plan One Day

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One-Day Sub Plan, Hour by Hour
PLAN
5



Subject Block: Reading and Writing
PLAN
6



Subject Block: Math
PLAN
7



Subject Block: Science or Social Studies
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8



Subject Block: Specials, Centers or Other
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9

## 02 Plan the Week

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5-Day Sub Plan
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Copies and Materials Checklist
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Early Finisher Menu
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## 03 Run the Day

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Day Sheet: Attendance and Lunch Count
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My Sub Helper Page
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## 04 Report Back

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End-of-Day Report and Notes Back
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Note to the Returning Teacher
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Sub Note Phrase Bank
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A Sub Day, Filled In
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# ☆ START HERE Start Here — Three Steps

Ninety seconds of reading. Fill in one day; copy it for the rest.

1

## Plan the day

Type the one-day plan (page 5), one row for each block.

Add directions on the subject-block pages (pages 6–9) for the blocks that need more than a row.

2

## Plan the week, set out the room

Use the 5-day plan (page 10) when you will be away more than a day.

Tick the copies list (page 11) and fill in the early finisher menu (page 12).

3

## Get the day back in writing

The substitute fills in the end-of-day report (page 17) before leaving.

The note to the returning teacher (page 18) is the page you read first; see page 20 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. Nothing here tells a substitute what your building requires; write your own procedures in the blanks.

### WHICH PAGE FOR WHAT

**Out tomorrow, little notice:** page 5.
**Out all week:** page 10.
**A block needs long directions:** pages 6–9.
**Students finish early:** pages 12 and 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

- [ ] Fill in the one-day plan and the day sheet.
- [ ] Set out the copies and tick the checklist.
- [ ] Tell your teaching partner next door, and leave this on your desk.

### CONFIDENTIALITY

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

PLAN

# One-Day Sub Plan, Hour by Hour

> The page a substitute reads first. One row for each block of the day.

DATE _____ TEACHER _____ SUBSTITUTE, IF KNOWN _____

| # | START | END | SUBJECT OR BLOCK | WHAT STUDENTS DO | MATERIALS AND WHERE |
|---|---|---|---|---|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |

**CHANGES TODAY**

Assembly, early dismissal, a drill, a visitor.

_____

_____

_____

_____

**IF THE SCHEDULE RUNS SHORT OR LONG**

_____

_____

_____

_____

_____

PLAN

# Subject Block: Reading and Writing

Fill in the steps in the order the class does them.

SUBJECT

START AND END

LESSON OR PAGE TO TEACH

## WHAT THE CLASS IS WORKING ON

Reading group, read-aloud, spelling, journal or writing prompt.

| # | STEP | WHAT THE SUB SAYS OR DOES | MATERIALS |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |

## BOOKS, SHEETS AND WHERE THEY ARE

## EARLY FINISHERS MAY

- [ ] Reread or read a book
- [ ] Draw about the lesson
- [ ] Help a partner
- [ ] Do the menu on page 12

## WHERE THE WORK GOES WHEN IT IS DONE

TURN IN TO

Basket, folder, or desk pile; and what happens to unfinished work.

PLAN

# 5-Day Sub Plan

> One row for each block, one column for each day. Print a copy for each week you are away.

WEEK OF _____

TEACHER _____

SUBSTITUTE, IF KNOWN _____

| # | BLOCK | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|---|---|---|---|---|---|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |

**ANYTHING THAT CHANGES THE WEEK**

_____

_____

_____

_____

Write short: a page number or a title. The long directions go on the subject-block pages (pages 6–9).

FOR KIDS

# My Sub Helper Page

## My name

## Show our sub how we do it.



### In our class we line up



### To get supplies, I ask



### When the class is loud, the sub can

## Draw our classroom.

NOTES

# Note to the Returning Teacher

A short note built from the end-of-day report — 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

## WORK LEFT UNFINISHED, AND WHERE IT IS

## MESSAGES, SUPPLIES OR REPAIRS

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.

### ONE-DAY PLAN (PAGE 5)

| START | END | BLOCK | MINUTES |
|---|---|---|---|
| 8:40 | 9:00 | Morning meeting | 20 |
| 9:00 | 10:00 | Reading | 60 |
| 10:15 | 11:15 | Math | 60 |
| 11:15 | 11:55 | Writing | 40 |
| 12:40 | 1:25 | Science | 45 |
| 1:25 | 1:45 | Closing circle | 20 |
| – | – | **All blocks** | **245** |

### END-OF-DAY REPORT (PAGE 17)

| BLOCK | DONE, PARTLY OR NOT |
|---|---|
| Morning meeting | Done |
| Reading | Done |
| Math | Done |
| Writing | Partly |
| Science | Not done |
| Closing circle | Done |

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

### READING BLOCK, FILLED IN (PAGE 6)

| STEP | WHAT THE SUB SAYS OR DOES | MATERIALS |
|---|---|---|
| 1 | Read the chapter aloud, stopping at each picture | Class novel, blue basket |
| 2 | Partners tell one thing they learned | – |
| 3 | Students write three sentences in their journals | Journals on shelf |
| 4 | Finished early: read quietly or pick from the menu | Menu, page 12 |

### DAY SHEET COUNTS (PAGE 14)

| COUNT | NUMBER |
|---|---|
| On the class list | 24 |
| Absent | 1 |
| Here | 23 |
| Lunch: hot | 14 |
| Lunch: cold | 9 |

### NOTE TO THE RETURNING TEACHER (PAGE 18)

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

**Did:** Four of six blocks. Writing was partly done.

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

**Left over:** Science worksheets are in the blue folder.

### CHECK THE NUMBERS

The six blocks run 20+60+60+40+45+20 = 245 minutes. 24 on the list − 1 absent = 23 here. 14 hot + 9 cold = 23 lunches, the same as the number here. 4 done + 1 partly + 1 not done = 6 blocks.