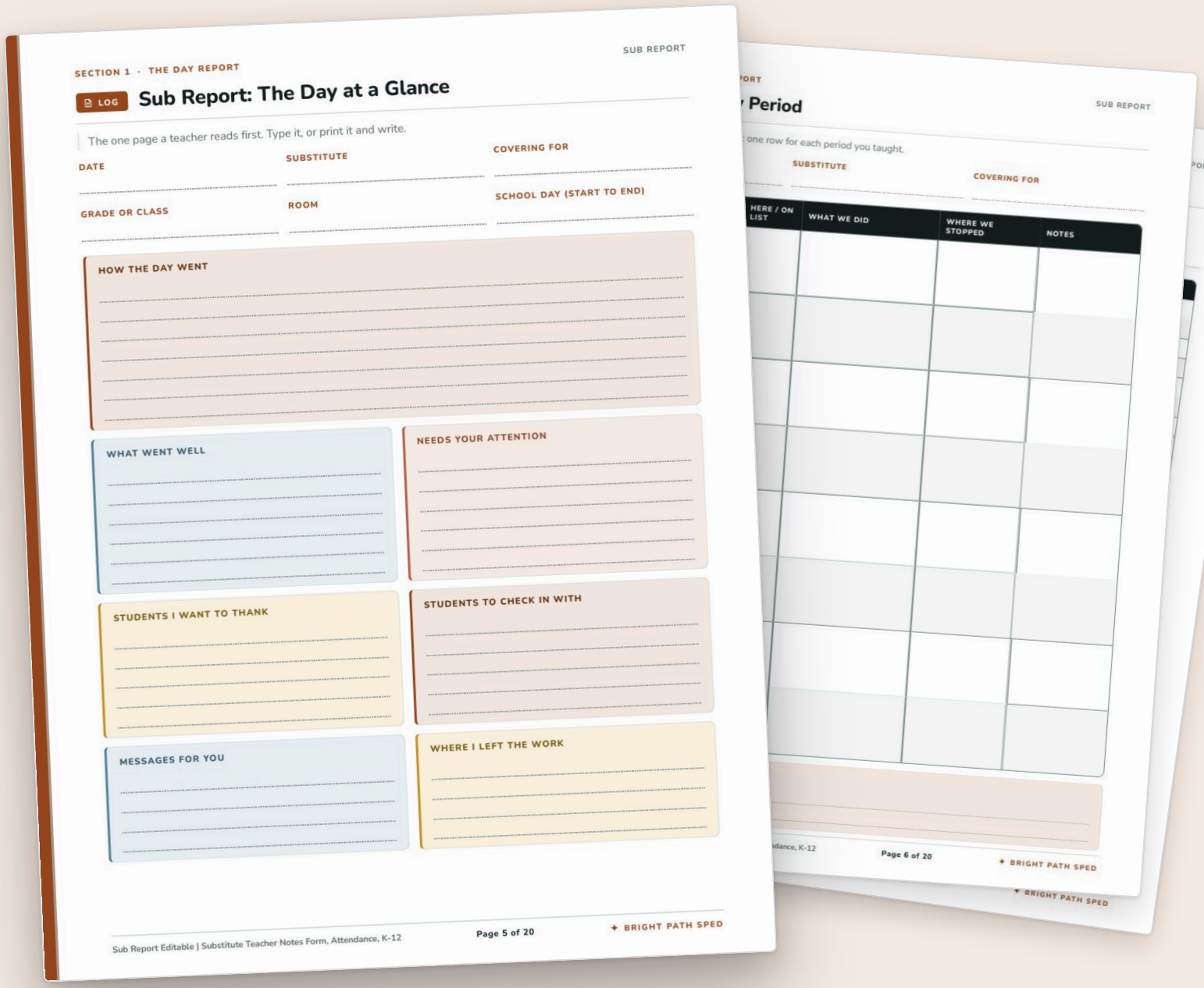
CLASSROOM ROUTINES · GRADES K–12

EDITABLE

Sub Report Editable



20 PAGES | ATTENDANCE | NOTES BY PERIOD | FILLABLE PDF

✦ BRIGHT PATH SPED

CONTENTS

What Is Inside, and Where

20 pages for the day report, attendance, work, notes, children's pages and a binder set.

Before you begin

PAGE 4


Start Here — Three Steps
START HERE
4

01 The Day Report

PAGES 5–8


Sub Report: The Day at a Glance
LOG
5


Notes by Period
LOG
6


Notes by Time Block
LOG
7


Attendance for the Day
TRACKER
8

02 People and Work

PAGES 9–12


Who Left and Came Back
LOG
9


Students to Thank and Follow Up With
NOTES
10


Work Finished and Work Left Over
TRACKER
11


Room, Supplies and Messages
NOTES
12

03 Pages for Children

PAGES 13–14


My Day With the Sub
FOR KIDS
13


A Thank-You Card for Our Sub
FOR KIDS
14

04 Teacher, Roll-Up and Binder

PAGES 15–19


Note to the Returning Teacher
NOTES
15


Sub Days Log and Roll-Up
TRACKER
16


Sub Note Phrase Bank
REFERENCE
17


A Sub Report, Filled In
EXAMPLE
18


Binder Cover and Tabs
ORGANIZER
19

Which page, when. By period: page 6. By time block: page 7. Only the tabs (page 19) are cut.

☆ START HERE Start Here — Three Steps

> The sub types the day, and the teacher walks in to a clear report.

1

Open it and pick the page

Open the file in Adobe Acrobat Reader (free) or Preview on a Mac — not a browser tab, which may fill fields and then not save them.

Page 5 is the whole day on one page. Page 6 is by period and page 7 is by time block. Type the date and your name, then Save As.

2

Fill in as you go

Attendance is page 8. Who left and came back is page 9. Work finished and left over is page 11.

Room and messages go on page 12. Thank students on page 10.

3

Leave it for the teacher

Write the note on page 15 last, and print the pages you used.

Teachers keep a year of sub days on page 16. Children can fill in pages 13 and 14.

WHAT THIS FILE IS

A fillable PDF. The fields are built into the document itself, so it works offline with no account or subscription and looks the same on every machine that opens it.

WHAT THIS FILE IS NOT

It is a fillable PDF, not a slide deck or a spreadsheet, and it does not add up the counts for you. You can type in it and print it; you cannot drag the boxes around or restyle the page.

THE RULE EVERY PAGE FOLLOWS

What to do about a student, and what a school wants in a sub report, is the teacher's and the school's rule. These pages record what you saw. The school's rule gets a blank line on page 10.

IF SOMETHING DOES NOT WORK

The text disappears when I close it. It was opened in something that fills fields but does not save them. Open it in Acrobat Reader and use Save As.

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. Every question is read, and a fix to the file is a free update.

KEEP NAMES PRIVATE

Attendance and notes about students stay with the teacher. Children's own pages carry only the name the child writes. No health information goes on any page.

ALSO IN THE STORE

The lesson plan a teacher leaves is the Sub Lesson Plan Template, class information is in the Sub Folder, and a full binder is the Substitute Teacher Binder. This file is what the sub writes back.

LOG

Sub Report: The Day at a Glance

> The one page a teacher reads first. Type it, or print it and write.

DATE

SUBSTITUTE

COVERING FOR

GRADE OR CLASS

ROOM

SCHOOL DAY (START TO END)

HOW THE DAY WENT

WHAT WENT WELL

NEEDS YOUR ATTENTION

STUDENTS I WANT TO THANK

STUDENTS TO CHECK IN WITH

MESSAGES FOR YOU

WHERE I LEFT THE WORK

LOG

Notes by Period

For middle and high school: one row for each period you taught.

DATE

SUBSTITUTE

COVERING FOR

PERIOD	CLASS OR SUBJECT	HERE / ON LIST	WHAT WE DID	WHERE WE STOPPED	NOTES

ABOUT THE DAY, IN A LINE OR TWO

TRACKER

Attendance for the Day

Type an X in a box. Paste in the class list first to save a minute. Copy the page for a longer list.

DATE

CLASS OR PERIOD

TEACHER

NAMES ON THE LIST

#	STUDENT	HERE	ABSENT	TARDY	LEFT EARLY	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						

COUNT

HERE

ABSENT

TARDY

LEFT EARLY

NOTES

Note to the Returning Teacher

Handwritten feeling in a typed page: the note the teacher finds on the desk.

TEACHER

DATE

FROM (SUBSTITUTE)

HOW THE DAY WENT, IN PLAIN WORDS

The mood of the room, how the class worked, anything you want me to know first.

WHERE WE STOPPED

For each class or block: the page or the step where we left off.

SOMETHING TO FOLLOW UP ON

A THANK-YOU, A QUESTION OR A NOTE FOR THE CLASS

BEST WAY TO REACH ME

SIGN-IN NAME AT THE OFFICE

EXAMPLE

A Sub Report, Filled In

SAMPLE · INVENTED STUDENT

The teacher, the class and every mark are invented. Every count can be re-added from its own rows.

NOTES BY TIME BLOCK (PAGE 7), MR. REYES'S GRADE 3 CLASS (INVENTED)

TIME	BLOCK	WHAT WE DID	FINISHED?	NOTES
8:40	Morning work	Wrote about a weekend	Yes	Two students needed a pencil
9:00	Reading	Read pages 12 to 20 aloud	Yes	Stopped at the map page
10:15	Math	Worksheet 4, both sides	Part	Back side not done
12:30	Science	Plant diagram	Yes	Left on your desk
1:45	Art	Paper snowflakes	Yes	–

Assignments given: 5 rows. Yes: 4. Part: 1. 4 + 1 = **5**. Finished: **4 of 5**.

ATTENDANCE COUNT (PAGE 8)

HERE	ABSENT	TARDY	LEFT EARLY
22	**1**	**1**	**1**

Names on the list: 22 + 1 + 1 = **24**. The student who left early was counted Here until leaving.

STUDENTS TO THANK (PAGE 10), INVENTED

STUDENT	HOW THEY HELPED
Ana	Handed out the plant diagram sheets
Liam	Showed me where the markers are kept
Mia	Read aloud to start the lesson

NOTE TO THE RETURNING TEACHER (PAGE 15), FROM MS. PARK (INVENTED)

The class worked well on reading. We stopped at the map page. Ana was a big help with the plant diagrams. Please look at the back of worksheet 4. Thank you for leaving such clear notes.

YOUR TURN: ONE DAY, ONE CLASS

ASSIGNMENTS GIVEN	FINISHED	NOTES