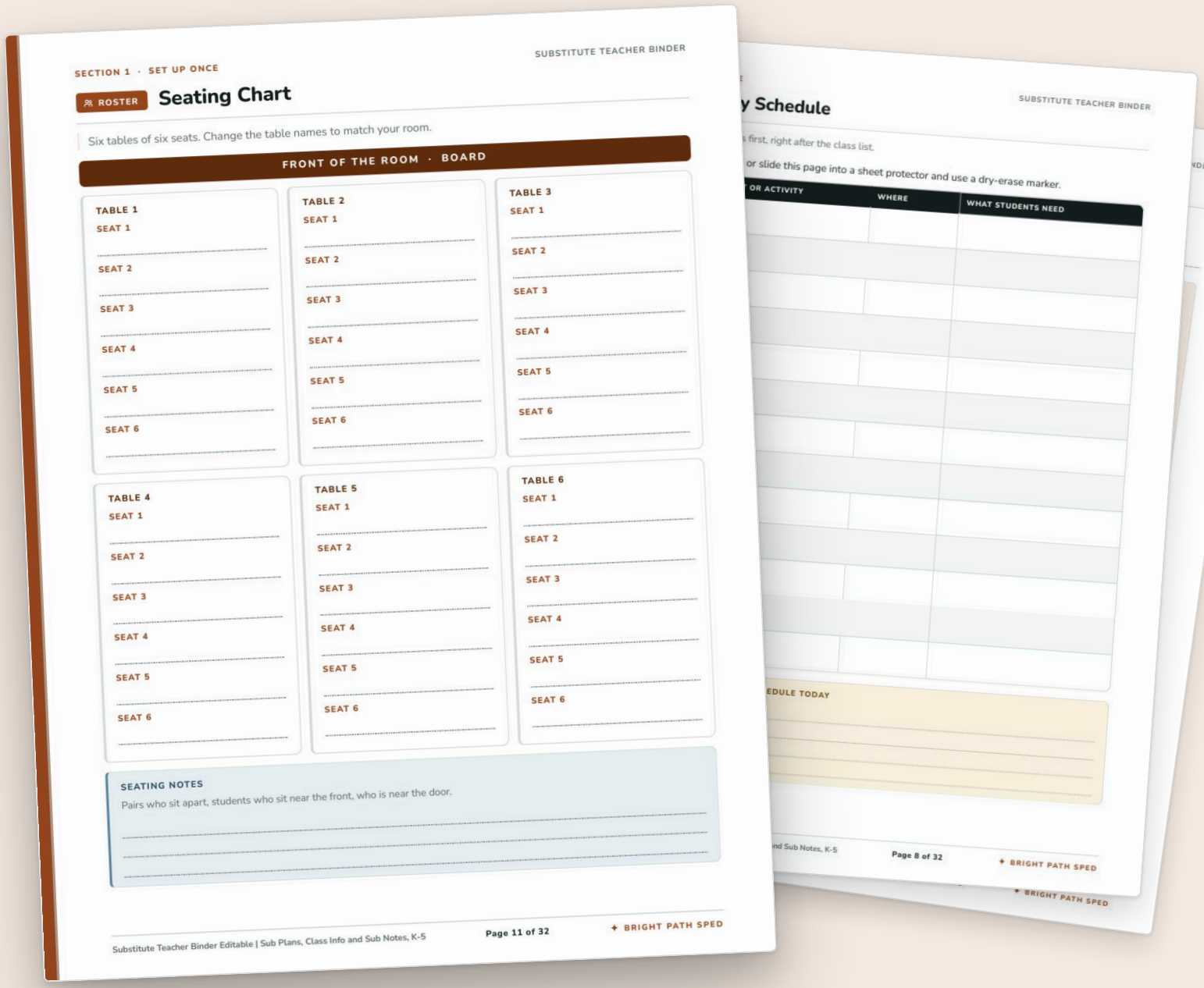
SUBSTITUTE PLANS · CLASSROOM COVERAGE

EDITABLE

Substitute Teacher Binder



32 PAGES | CLASS INFO + SUB NOTES | SEATING + SCHEDULE | FILLABLE PDF

✦ BRIGHT PATH SPED

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☆ START HERE Start Here — Three Steps

Ninety seconds of reading. Set the pages up once; the rest is ready for any sub.

1

Set up once

Fill in the class snapshot, schedule, bells, class list, seating chart, helpers and who-to-ask pages (pages 7–13). Print single-sided so a substitute can write on them.

Write the routines, arrival and dismissal, duties, class rules and drill information (pages 15–19) in your own words.

2

The morning you are out

Fill in the lesson plan, the subject notes and the attendance sheet (pages 21–23).

The early finisher menu (page 24) and brain breaks (page 25) need only paper and a pencil.

3

Collect the report back

The substitute fills in the end-of-day report and notes on students (pages 27–28) before leaving.

The note to the returning teacher (page 29) is the page you read first; see page 31 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 21–22.
Substitute asks where something is: page 7.
Class is loud: page 25.
Block ends early: page 24.

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.
Anything else: the Ask a Question tab on the product page.

THE DAY BEFORE YOU ARE OUT

- [ ] Update the schedule, the bell times and the specials for the week.
- [ ] Fill in the lesson plan and subject notes, and set out the materials.
- [ ] Tell your teaching partner next door, and put this binder on your desk.

CONFIDENTIALITY

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

ROSTER

Seating Chart

Six tables of six seats. Change the table names to match your room.

FRONT OF THE ROOM · BOARD

TABLE 1

SEAT 1

SEAT 2

SEAT 3

SEAT 4

SEAT 5

SEAT 6

TABLE 2

SEAT 1

SEAT 2

SEAT 3

SEAT 4

SEAT 5

SEAT 6

TABLE 3

SEAT 1

SEAT 2

SEAT 3

SEAT 4

SEAT 5

SEAT 6

TABLE 4

SEAT 1

SEAT 2

SEAT 3

SEAT 4

SEAT 5

SEAT 6

TABLE 5

SEAT 1

SEAT 2

SEAT 3

SEAT 4

SEAT 5

SEAT 6

TABLE 6

SEAT 1

SEAT 2

SEAT 3

SEAT 4

SEAT 5

SEAT 6

SEATING NOTES

Pairs who sit apart, students who sit near the front, who is near the door.

LOG

Lesson Plan for the Day

One row per block. If a block is review, say so.

#	TIME	SUBJECT	WHAT TO TEACH	MATERIALS AND WHERE THEY ARE	PAGE OR FILE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

NOTES FOR THE SUBSTITUTE

The one thing you most want done today.

LOG

End-of-Day Substitute 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 27).

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 27, 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. Park, Ms. Delgado, the class and every student are invented, and so is every mark on this page.

ATTENDANCE AND LUNCH COUNT (PAGE 23)

COUNT	NUMBER
Students on the class list	18
Absent (S.L.)	1
Here (D.K. arrived late, counted here)	17
Lunch: hot	11
Lunch: cold	6
Check: hot + cold	11 + 6 = 17

END-OF-DAY REPORT (PAGE 27)

BLOCK	DONE, PARTLY OR NOT
Morning work	Done
Reading	Done
Math	Done
Specials	Done
Writing	Partly
Closing circle	Done

5 blocks done + 1 partly = 6. Writing ran out of time.

NOTES ON STUDENTS (PAGE 28), THE SAME DAY

#	STUDENT	ABSENT, PULLED OUT OR LEFT EARLY	HELPFUL OR KIND	TELL THE TEACHER
1	S.L.	Absent all day	–	–
2	M.P.	–	Showed me the lining-up routine	–
3	D.K.	Arrived at 9:15	–	Missed morning work
4	T.R.	–	Collected the reading folders	–
5	A.B.	Left at 2:30 with a note	–	Send home today's math sheet

NOTE TO THE RETURNING TEACHER (PAGE 29)

Substitute: Mr. Park (invented)

Date: Oct 14 (invented)

Returning teacher: Ms. Delgado

Did: Five of six blocks. Writing ran out of time.

Big help: M.P. showed me the lining-up routine.

Follow up: D.K. missed morning work; see page 28.

WHY THIS IS ENOUGH

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

CHECK THE NUMBERS

18 on the list − 1 absent = 17 here. 11 hot + 6 cold = 17 lunches, the same as the number here. 5 blocks done + 1 partly = 6 blocks.