Checklist of Items When Using a Substitute

- Class schedule
- Daily plans made out in sufficient detail
- List of students' names and seating chart
- Fire drill and other emergency procedures
- Important or unusual information about specific students (physical problems, medication, etc.)
- Location of textbooks, manuals, workbooks, worksheets in an accessible place
- Where to put coats, hats, lunches, book bags, etc.
- Line-Up Procedures
- What class signals are used (bells, lights, whistles, hand signals)
- Lunchroom Procedures
- Where to put completed assignments/homework
- Who is the teacher's helper
- What the teacher's helper does
- Bathroom Rules and Procedures
- Playground Rules and Procedures
- Bus Procedures
- Where is the lost and found
- How to change classes