

By:
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Devising substitute teacher instructions for when you are away from class just got a whole lot easier!

The Substitute Teacher Instructions Kit organizes your lesson plans and daily classroom routines into an easy to follow and visually appealing package.

Substitute teachers deserve to have an ordered beginning to their day. Ensure their success in your classroom by using **The Substitute Teacher Instructions Kit!**

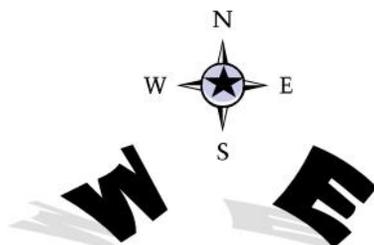
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Substitute Teacher Instructions

Dear Substitute Teacher,

Here is all the information you will need today. Thank you for coming, and enjoy your visit with us.

Classroom Teacher: _____ **Class:** _____ **Room:** _____

School: _____ **Tel:** _____ **Fax:** _____

Principal: _____

Vice Principal: _____

Secretary: _____

WHERE THINGS ARE:

Lesson Plans: _____

Keys: _____

Teacher's Binder: _____

Manuals/Curriculum Guides: _____

Long Range Plans: _____

Class List, Seating Plan: _____

Attendance Folder: _____

Photocopy Machine: _____ **Access Number:** _____

School Timetable: _____

Teacher Timetable: _____

Class Supplies: _____

The "Office" button: _____

Custodian's Room: _____

Audio Visual Equipment: _____

Staff Restroom: _____

Chalk, Pencils Paper, etc., _____

For additional help please contact this **teacher:** _____ **Room:** _____

Reliable students that can further assist you: _____, _____

Teacher's Lounge/ Staff Room : _____

End of the Day Feedback



Thank you for teaching my class in my absence. Please take a moment to write a brief note summarizing your experience and what was accomplished.

Teacher: _____

It would be **helpful** next time if: _____

Class behavior:

<input type="checkbox"/> courteous	<input type="checkbox"/> followed class rules	<input type="checkbox"/> delightful!
<input type="checkbox"/> needed reminders	<input type="checkbox"/> uncooperative	<input type="checkbox"/> disrespectful (<i>see note</i>)

All **assigned work** was: completed not completed (*see note*)

Absent Students: _____

Helpful Students: _____

Disruptive Students: _____

Substitute Teacher: _____

Date: _____

The Seating Plan



BACK

FRONT

Class: _____

BACK

FRONT

Class: _____

SUBSTITUTE TEACHER FEEDBACK

Thank you for teaching my class in my absence. Please take a moment to write a brief note summarizing your experience and what was accomplished.

Date: _____ Teacher: _____

Absent Students: _____

Helpful Students: _____

Disruptive Students: _____

All **assigned work** was: Completed Not Completed (*see comments*)

Period	Comments

Substitute Teacher: _____