

What teachers can do to help prepare substitutes

- Enter absences in the Sub Call System as soon as possible, and upload lesson plans (when feasible).
- Remind students of your expectations for the day. Write down and leave a copy of the expectations discussed with students for the substitute.
- Leave one detailed plan/schedule for the day, and where to locate supplies.
 - Be sure to identify any additional work that has been provided, if time permits.
 - Provide instructions on what should be completed at home (if applicable), if not finished in class.
 - Be specific when listing times for lunch, P.E., dismissal, etc. Include how much time should be allowed for travel to cafeteria, etc.
- Lesson plans should include some engaging activities. *If this includes movement throughout the class, group work, or require materials, please be specific with these directions.*
- Keep an accurate seating chart (if applicable).
- Make a list of reliable students that the substitute teacher can call on for help, or choose two students to be "substitute helpers/ambassadors."
- List students who have special medical and/or physical needs (asthma, diabetes, allergies, etc.) with a reminder that this information is confidential.
- Provide a schedule for students who leave the room for special classes.
- List students who have behavior problems and options for addressing them.
- Provide specific information on device usage and expectations in your classroom such as phones and computers.
- Provide relevant procedures, such as bathroom, tardy-to-class, and hall-pass policies.
- List the name(s) and phone numbers of neighboring teachers who can be called upon for assistance.
- Near the phone (if applicable), post numbers for the office, nurse, and "buddy" teacher.
- Let substitutes know about instructional assistants and/or volunteers who work in the room and leave specific instructions for these individuals.
- Make sure the school map is current with restrooms and teachers' lounge highlighted.
- Let the substitute know of any duties they may be required to do e.g. lunch duty, hall duty, bus duty.

Please welcome ALL substitute teachers at your school by introducing yourself and offering assistance during the day.