

Classroom Information for Substitutes

Teachers/Primary Caregivers will complete this form and go over it with each Substitute the first time they are work in your classroom.

Location of Child Sign-in Sheets:
Location of Emergency Cards and list of any children with custody arrangements or restraining orders:
Location of the LIC 610 and what their role would be in case of an emergency:
List of children with Health Plans and/or Diet orders and location of documentation/supplies:
List the children with behavior plans and/or inclusion plan and describe how the Substitute can best support:

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Location of the Lesson Plan Binder:
General classroom specific information (rules, expectations, etc.)
Attach a copy of your Daily Schedule