

# Substitute Teacher Checklist

A complete checklist for preparing substitute plans and everything a substitute teacher needs.

## Sub folder essentials

- Daily and weekly class schedule with times.
- Current class rosters and seating charts.
- Detailed lesson plans for each period.
- Map of the school with key locations marked.
- Emergency procedures and evacuation routes.
- List of helpful staff and how to reach them.  
Include a reliable student or neighboring teacher.
- Notes on students with medical or special needs.

## Classroom information

- Where supplies, copies and materials are stored.
- Login details or steps for needed technology.
- How attendance and lunch counts are submitted.
- Bell schedule, including any specials or duties.
- Restroom, hall pass and water break rules.
- What to do with completed and collected work.

## Daily procedures

- Morning arrival and entry routine.
- How students line up and transition between activities.
- The attention signal and noise expectations.
- Lunch, recess and any pull-out schedules.
- Dismissal procedure, including bus and pickup notes.
- What to do during fire or lockdown drills.

## Lesson plans and activities

- Step-by-step directions for each lesson with timing.
- Where to find handouts, books and materials.
- Clear instructions students can follow independently.
- A backup or filler activity if a lesson runs short.
- How homework should be assigned or collected.
- Notes on what to leave for the next day.

## Classroom management

- Posted classroom rules and consequences.
- The teacher's reward or behavior system.
- How to handle conflicts or disruptions calmly.
- Which students may need extra support or watching.
- Who to contact for serious behavior issues.
- Reminders to praise good behavior throughout the day.

## **End-of-day handover**

- Have students tidy the room before dismissal.
- Collect, sort and label completed work.
- Write notes on what was finished and what was not.
- Record any behavior or incidents for the teacher.
- Reset desks and return supplies to their places.
- Leave the sub folder and notes on the teacher's desk.