Sub Plan

Everything the substitute needs to run the day smoothly

LessonHQ
lessonhq.us

Class	Room	Period / time	Date
Teacher (absent)	Substitute	Subject	Topic

Where to find things (lesson materials, seating chart, attendance)

LESSON TASKS

Time	Task	Instructions for students	Where the work goes

Students to know about (IEP / 504, medical, allergies)

Helpful students / who to ask

Behavior and support: who to call (office extension, neighboring teacher, admin)

NOTES FOR THE TEACHER (PLEASE COMPLETE)

Absent students	
Who worked well	
Any behavior issues	
How far did they get?	

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Sub plan binder: the day at a glance

Keep this page in the binder - update it once a semester

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DAILY SCHEDULE

Time	Period / class	Room	Notes (lunch, prep, duties)

Duties (lunch, recess, bus, hall)

Attendance and dismissal procedures

Emergency procedures (fire drill route, lockdown, evacuation meeting point)

Early finishers / backup activity

Technology (logins, projector, sign-in codes)

Key contacts

Office, nurse, neighboring teacher, department lead, counselor