

Sub Plan Template

Emergency & Planned Absence | All Grades

Essential Information

Teacher Name	e.g., Ms. Rodriguez
Date(s) of Absence	e.g., Friday, March 14, 2026
School Phone / Main Office	e.g., (555) 123-4567, ext. 200
Nearest Colleague for Help	e.g., Mr. Kim, Room 204 (math dept.)
Wi-Fi Network / Password	e.g., SchoolGuest / Learn2026!

Class Schedule

Period / Block	Time	Subject / Class	Room
Period 1	8:00–8:50	e.g., 7th Grade ELA	e.g., Room 112
Period 2	8:55–9:45	e.g., 7th Grade ELA	e.g., Room 112
Period 3	9:50–10:40	e.g., Planning Period	—
Period 4	10:45–11:35	e.g., 8th Grade ELA	e.g., Room 112
Lunch	11:35–12:15	—	e.g., Staff lounge, 2nd floor
Period 5	12:20–1:10	e.g., 8th Grade ELA	e.g., Room 112
Period 6	1:15–2:05	e.g., Study Hall	e.g., Room 112

Important Student Information

Medical / Health Notes	e.g., J.M. has an epi-pen in the front desk drawer. A.R. may leave for the nurse at any time (chronic migraines).
Behavior Plans	e.g., S.T. (Per. 2) has a behavior contract — if disruptive, send to Room 108 (Mr. Walsh). Do not argue.
Students Who Leave for Services	e.g., K.L. (Per. 1) goes to speech at 8:30. M.B. (Per. 4) goes to resource room 11:00–11:30.
Seating Chart Location	e.g., Printed copies on the front desk. Also posted on the whiteboard.

Lesson Plans for the Day

Lesson Overview	e.g., Students will read Chapter 5 of <i>The Outsiders</i> and complete a character analysis worksheet.
Step 1 (first 5 min)	e.g., Take attendance using the seating chart. Remind students this is a reading day.

Step 2 (5 min)	<i>e.g., Distribute the character analysis worksheet from the folder labeled 'SUB PLANS' on my desk.</i>
Step 3 (30 min)	<i>e.g., Students read Chapter 5 silently and fill in the worksheet. Books are in the bookshelf by the window, second shelf.</i>
Step 4 (10 min)	<i>e.g., Students discuss responses with a partner. Walk around and check that worksheets are being completed.</i>
Step 5 (last 5 min)	<i>e.g., Collect worksheets. Place in the tray labeled 'TO GRADE' on my desk.</i>
If Students Finish Early	<i>e.g., Silent reading (their own books) or vocabulary crossword in the 'EARLY FINISHER' folder.</i>

Materials Location

Worksheets / Handouts	<i>e.g., In the folder labeled 'SUB PLANS' on my desk. 35 copies per class.</i>
Books / Textbooks	<i>e.g., Class set of The Outsiders, bookshelf by window, second shelf.</i>
Extra Supplies	<i>e.g., Pencils in the cup on my desk. Loose-leaf paper in the top right desk drawer.</i>
Technology	<i>e.g., Projector remote is in the top desk drawer. Laptop login: guest / Teach2026</i>

Procedures & Emergency Info

Fire Drill	<i>e.g., Exit through the back door, turn right, line up at the far end of the parking lot by the fence.</i>
Lockdown	<i>e.g., Lock the door (key on the lanyard in the top drawer). Lights off. Students against the far wall.</i>
Bathroom Policy	<i>e.g., One at a time, must sign out on the clipboard by the door.</i>
Discipline	<i>e.g., First warning = verbal. Second = name on board. Third = send to office with a referral form (in my top drawer).</i>

Helpful Students

Period 1	<i>e.g., Emma S. and Marcus T. — reliable, know the routine</i>
Period 2	<i>e.g., Aaliyah J. — helpful, can explain procedures</i>
Period 4	<i>e.g., David L. — knows the tech setup</i>
Period 5	<i>e.g., Sofia R. and James W. — will help distribute materials</i>

End-of-Day Checklist

Before You Leave	<i>e.g., 1) Collect all worksheets and place in 'TO GRADE' tray 2) Turn off projector and close laptop 3) Make sure windows are closed 4) Leave a note about how each period went (form on my desk) 5) Lock the door when you leave — office can help if needed</i>
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