

Substitute Folder Checklist

Teacher: _____

Please leave password information you're comfortable with sharing in a user-friendly location. If you share personal information, you should change it once you return.

Item	Explanation	Present (✓)
Class list	Provide several current copies of your class list. If you teach multiple classes, please have extra for each.	
Seating chart	A seating chart available that matches the current set up of your classroom.	
Medical Needs/Health Action Plans/Allergies	Identify students with health action plans and/or allergies so the sub can take action if needed.	
504 & IEP Accommodations	Have accommodations sheets available and ask the sub to check any that were put in place. Be sure to update it once you return.	
Driveline Information	Leave your computer for planned absences as we don't have extra devices. Leave instructions for how a sub can log into Driveline.	
Emergency Procedures	A detailed description of the various emergency procedures should be provided. Include directions on how to locate the vest and red bag with a list of emergency contacts in the bag. Also point out where the map is to evacuate the building. Leave directions to keep the walkie on all day.	
Substitute Procedures	You should leave a description of what each procedure looks like including, but not limited to: assembly, attendance, lunch count, lunch, etc.	
Daily Schedule (Including Specials/Special Ed/Interventions)	Daily schedules with a description of each procedure such as: assembly, attendance, lunch count, workshop times, lesson times, lunch, specials, etc.	
Emergency Plans (2 days' worth of materials) If needed, use the template provided in google classroom.	If an emergency presents itself, you need to have a back up plan. Please include 2 days' worth of "ready to implement" emergency plans that can be used in case of an unplanned absence where you have no availability to type up plans to keep the class on track.	
Location of Folder	Have the location of your substitute folder clearly marked so these plans are accessible. Please let your dean and team know where they are located.	

Location and color of binder: _____