

SUBSTITUTE PLAN

Templates



CLASS Behavior Plan

NOTES to the Substitute

Thank you for being in my classroom today! Please follow the plans I have left out for you today, and you should have a great day! I have all of the materials on my desk. If you need help today, you can call at #1444 or ask Mr. Erickson next door!

discipline in my classroom! Please take _____
 corner in the room. If a student is having
 allowed to go to the calming corner.

NOTES to the Teacher

Substitute Name: Ms. Jenkins

Date: September 14

What we finished:

We completed all of the math, reading, and writing activities. While I circled the class during peer editing, many children let me read their narratives. Your students really seem to love writing!

CLASS list

- | | |
|--------------|------------|
| 1. Claire | 21. Carrie |
| 2. Gianna | 22. John |
| 3. Aaron | 23. Piper |
| 4. Gary | |
| 5. Kendra | |
| 6. Jack | |
| 7. Genna | |
| 8. Thaddeus | |
| 9. Braxton | |
| 10. Presley | |
| 11. Shai | |
| 12. Allegra | |
| 13. Tony | |
| 14. Carrie | |
| 15. John | |
| 16. Piper | |
| 17. Brian | |
| 18. Maribeth | |
| 19. Matthew | |
| 20. Raymond | |

MONDAY Lesson Plans

Date: _____

Time	Subject	Notes
9:00 - 9:20	Morning Meeting	Ask Kayla to lead the meeting
9:20 - 10:00	Reading	Compare & Contrast: Students can read attached passage, mark up the text, and work with partner to complete worksheet questions
10:00 - 10:40	Specials	Art
10:40-11:05	Spelling	Lesson 24 Use PowerPoint to introduce short vowels. Pass out spelling lists. Students will glue list into their notebooks.
11:05 - 11:45	Writing	Students are working on a personal narrative. Have them trade papers with a partner and peer edit.
11:45 - 12:35	Lunch/Recess	Students will go straight to recess following lunch. You will pick them up on the basketball court.
12:35 - 12:50	Silent Reading	Students will read quietly during this time. They can sit anywhere they like in the classroom as long as they are reading.
12:50 - 1:50	Math	Unit 3, Lesson 8. Use PPT to teach lesson, then pass out and complete the interactive notebook activity.
1:50 - 2:10	Grammar	Introduce Verb Tenses using the PowerPoint.
2:10 - 2:30	Bathroom/Recess	Take class to the east playground. You will stay with them and monitor them during this time.
2:30 - 3:00	Social Studies/Science	Students will read the passage about the upcoming election. They can work with a partner to answer the questions.
3:00 - 3:15	Pack up/Dismissal	Students will pack up and line up according to their dismissal method. Take bus students to the bus gate. Walkers and car riders will dismiss out the front of the school.

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DiRECTIONS

When creating sub plans, the goal is to keep the routine and activities the same as on a typical day. This makes planning for a substitute easier because you don't need to come up with new activities to keep students busy all day!

Here is what I recommend:

- Create a detailed lesson plan template for each day of the week. I have included two styles of daily templates and an example in this resource.
- Each day's template should include every detail of that particular day.
- Save these templates in an easy-to-access location.
- When you need to take a day off, open the template and add any details that are specific to that particular day, such as page numbers, lesson numbers, or read-aloud titles.

Included in this resource:

- Daily lesson plan templates
- A class list for you to list the names of your students
- A Notes to the Substitute page where you can include additional info
- A classroom behavior plan page
- A Substitute Notes to the Teacher page where your substitute can leave a report of how the day went!

Use the printable versions on the following pages, or download an editable version at the link below!

GET THE EDITABLE VERSION!



SAMPLE LESSON PLAN

MONDAY Lesson Plans

Date: November 14

Time	Subject	Notes
9:00 - 9:20	Morning Meeting	Ask Kayla to lead the meeting.
9:20 - 10:00	Reading	Compare & Contrast: Students can read attached passage, mark up the text, and work with partner to complete worksheet questions.
10:00 - 10:40	Specials	Art
10:40-11:05	Spelling	Lesson 24: Use PowerPoint to introduce short vowels. Pass out spelling lists. Students will glue list into their notebooks.
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1:50 - 2:10	Grammar	Introduce Verb Tenses using the PowerPoint.
2:10 - 2:30	Bathroom/ Recess	Take class to the east playground. You will stay with them and monitor them during this time.
2:30 - 3:00	Social Studies/ Science	Students will read the passage about the upcoming election. They can work with a partner to answer the questions.
3:00 - 3:15	Pack up/ Dismissal	Students will pack up and line up according to their dismissal method. Take bus students to the bus gate. Walkers and car riders will dismiss out the front of the school.

Not So Wimpy Teacher

CLASS List

1. _____

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Notes:

CLASS List

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Notes:



CLASS Behavior Plan



NOTES to the Substitute



NOTES to the Teacher

Substitute Name:

Date:

What we finished:

What we didn't finish:

Comments:



MONDAY Lesson Plans

Date: _____

Time

Subject

Notes

Time	Subject	Notes

TUESDAY Lesson Plans

Date: _____

Time

Subject

Notes

Time	Subject	Notes

WEDNESDAY Lesson Plans

Date: _____

Time

Subject

Notes

Time	Subject	Notes

THURSDAY Lesson Plans

Date: _____

Time

Subject

Notes

FRIDAY Lesson Plans

Date: _____

Time

Subject

Notes

Time	Subject	Notes

LESSON PLANS Cont.

Date: _____

Time

Subject

Notes

Time	Subject	Notes

MONDAY Lesson Plans

Date: _____

Time

Subject

Notes

TUESDAY Lesson Plans

Date: _____

Time

Subject

Notes

WEDNESDAY Lesson Plans

Date: _____

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Subject

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THURSDAY Lesson Plans

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FRiDAY Lesson Plans

Date: _____

Time

Subject

Notes

LESSON PLANS Cont.

Time

Subject

Notes

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CREDITS



Click the banner below to see more resources!

