**Substitute Folder Requirements**

**Teacher Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
This checklist is required when you submit your sub folder. Please check off each item as you verify its inclusion in your folder. Thank you! ☺**

* 1. **\_\_\_ Map of the school**
  2. **\_\_\_ Directions for ALL emergency drills (fire, tornado, intruder/lock-down)**
  3. **­ \_\_\_ School Rules (emphasize that there is NO CORPORAL PUNISHMENT)**
  4. **\_\_\_ LARGE, BOLD, NO-NUT WARNING if applicable**
  5. **\_\_\_ List of who to contact for help with various questions/problems**
  6. **\_\_\_ Class roster(s)**
  7. **\_\_\_ Assigned seating chart(s) or names on desks noted**
  8. **\_\_\_ List of *current* reading and math groups**
  9. **\_\_\_ List of students receiving special services (EIP, IRR, speech, etc…)**
  10. **\_\_\_ Names of children with special concerns (i.e. PEANUT or other allergies, medication needs, etc…)**
  11. **\_\_\_ Class schedule**
  12. **\_\_\_ Specials schedule**
  13. **\_\_\_ Two to three days of lesson plans to be implemented if current plans are unavailable stored IN YOUR CLASSROOM. (Please note the location of these emergency plans in this SUB FOLDER, ex: top right side drawer of teacher desk – leave plans in room)**
  14. **\_\_\_ Media Center instructions**
  15. **\_\_\_ Computer use instructions**
  16. **\_\_\_ Special instructions related to: arrival, discipline, lunch, recess, etc…**
  17. **\_\_\_ Feedback form for substitute teacher**
  18. **\_\_\_ Any additional information**
  19. **\_\_\_ DISMISSAL!!! Leave *careful instructions* for substitutes regarding dismissal procedures for EVERY student in your homeroom**

**Thank you!!!**

**Due Date: Friday, August 21, 2013**

**Turn in to: Heather Welch**