Emergency Sub Plan

Fill it in once, keep it in the front of your binder. Use initials, never full student names.

DATE

M T W T F S S

TEACHER _____ ROOM / GRADE _____

HELPFUL COLLEAGUE _____ OFFICE EXT. _____

TODAY'S SCHEDULE

TIME	CLASS / BLOCK	WHAT TO DO (PAGE, MATERIALS, WHERE TO FIND IT)

ROUTINES THE CLASS KNOWS

- ◯ Attendance: where & how _____
- ◯ Bathroom / hall pass _____
- ◯ Early finishers _____
- ◯ Fire drill / lockdown map _____
- ◯ Dismissal _____

STUDENTS WHO NEED SUPPORT (INITIALS)

INITIALS	ACCOMMODATION / TIP (504, IEP, MEDICAL)

NOTE BACK FOR THE TEACHER: WHAT WE COVERED · WHO WAS ABSENT · ANYTHING TO FOLLOW UP

Teacher Admin Checklist

The paperwork that sneaks up on you, on one page. Ten minutes on Friday, a calmer Monday.

WEEK OF

PARENT CONTACT

- [ ] Positive note home (1 a day)
- [ ] Return parent emails
- [ ] Log every call or email
- [ ] Follow up last week's concerns

IEP / 504

- [ ] Check accommodations this week
- [ ] Reviews or meetings due in 30 days
- [ ] Collect data / work samples
- [ ] Share notes with case manager

GRADING & MISSING WORK

- [ ] Enter grades
- [ ] Missing work list
- [ ] Reminder to students / families
- [ ] Re-teach or retake plan

NEXT WEEK READY

- [ ] Copies made
- [ ] Sub folder up to date
- [ ] Materials & tech checked
- [ ] Calendar: duties, meetings, events

QUICK PARENT CONTACT LOG

DATE	STUDENT	HOW	WHAT WAS SAID	FOLLOW-UP

Thank you for downloading

This free page is yours to print and reuse for personal use, as often as you like.

Liked this page? Here is the full calm version.

Teacher Admin Survival Kit — $6

12 printable pages + Excel/Google Sheets dashboard: parent communication log, IEP/504 tracker, 5-second behavior tally, missing work, 2-page sub plans.
Open the product page

School / Team licence (up to 25 teachers) — $39

The same kit for a whole grade team or school, one-time price.

Open the product page

2027 PTO & Sick Leave Tracker — $7.50

Know exactly how many personal and sick days you have left. Excel + Google Sheets + printables.

Open the product page

ADHD-Friendly Undated Planner — $6.50

Top-3 priorities, time blocking, brain dump and a gentle-day page for low-energy days.

Open the product page

Every tool, in one place

focus-flow-studio.onrender.com · one-time prices, no app subscription

Personal-use licence: print for yourself and your household. Please share the link, not the file. Not financial advice.