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

WEEK OF

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

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

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