

Name: _____ Location: _____

School Phone: _____ Cell Phone _____

Preparing a Useful Sub Plan for SAEOP's:

When a SAEOP accepts your request to substitute one or more days, they need some basic information from you to feel comfortable in the school environment and your students.

1. What is your daily schedule including lunch, breaks, and supervisory duties?

- a. Arrival: _____
- b. Bus/playground _____
- c. Morning: _____ Break: _____
- d. Lunch: _____
- e. Lunch Duties: _____
- f. Afternoon: _____ Break: _____
- g. Bus/playground _____
- h. After School: _____

2. Where to lock up or put coat, purse, bag, lunch, etc.

3. Names of students TA's and their duties:

- a. _____ Time: _____ Duties: _____
- b. _____ Time _____ Duties: _____
- c. _____ Time: _____ Duties: _____
- d. _____ Time: _____ Duties: _____

4. Specific daily duties:

5. Names of administration and staff.

6. Main office responsibilities:

a. What is the procedure for teacher phone messages? (transfer, put in mail box?)

b. How do you get messages to students?

c. How do you make an "all-call"?

d. Code for the copy machine: _____

ID for printer/copier used by office staff: _____

Code to listen for voice mail: _____

Code for attendance voice mail messages: _____

Password for dedicated attendance email: _____

Prepare a file or notebook with Emergency Procedures, Daily Schedule, School Rules, Staff Directory list, Class schedules and other necessary information that will support the substitute.