Name: ________________________________  Location: __________________________

School Phone:__________________________Cell Phone_________________________

Preparation of 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.