

Name: _____ Location: _____

School Phone: _____ Cell Phone _____

Preparing a Useful Sub Plan for Para-educators in a Middle or High School:

When a Para-educator 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?

Arrival: _____ Morning duties: _____

Period	Time	Room	Teacher	Class

Lunch: _____

Breaks: _____

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

3. Names of students with specific needs (meds, seizures, behavior plans, etc.):

a. _____

b. _____

c. _____

d. _____

4. Specific duties with students:

5. Are students aware that they will have a substitute? Have you prepared them?

6. Names of Office staff, other para-educators and Security.

