Substitute Lesson Plan Template Elementary Remote Learning Model

Educators should fill this lesson plan out and include it with their substitute request in Frontline Absence Management.

Educator Schedule: Below is a sample schedule that you can use as a guide to fill in the blank, fillable chart below it. Please fill in with your schedule including planning periods, lunch, etc.

Example:

Time	Monday	Tuesday	Thursday	Friday
8:30-8:50 a.m.	SEL (Teams)	SEL (Teams)	SEL (Teams)	SEL (Teams)
8:50- 9 a.m.	Break	Break	Break	Break
9-10 a.m.	ELA (Teams)	ELA (Teams)	ELA (Teams)	ELA (Teams)
10-10:30 a.m.	Break/Independent	Break/Independent	Break/Independent	Break/Independent
	Reading	Reading	Reading	Reading
10:30-11:30 a.m.	Math (Teams)	Math (Teams)	Math (Teams)	Math (Teams)
11:30-12:15 p.m.	Lunch	Lunch	Lunch	Lunch
12:15-1:10 p.m.	Independent	Independent	Independent	Independent
	learning (SeeSaw)	learning (SeeSaw)	learning (SeeSaw)	learning (SeeSaw)
1:10-1:25 p.m.	Break	Break	Break	Break
1:25-1:55 p.m.	Specialist – Art	Specialist – Music	Specialist – Music	Specialist – PE
	(SeeSaw)	(Teams)	(SeeSaw)	(Teams)
1:55-2:15 p.m.	Break	Break	Break	Break
2:15-3 p.m.	Independent	Independent	Independent	Independent
	learning (SeeSaw)	learning (SeeSaw)	learning (SeeSaw)	learning (SeeSaw)

Enter your schedule in this chart:

Time	Monday	Tuesday	Thursday	Friday

Example:

Time	Wednesday
8:30-8:50 a.m.	SEL – Class Meeting (Teams)
8:50- 9 a.m.	Break
9-10 a.m.	ELA (Teams)
10-10:30 a.m.	Break
10:30-11:30 a.m.	Small Group Work/Independent Learning
	(SeeSaw)
11:30-12:15 p.m.	Lunch
12:15-1:45 p.m.	Small Group Work/Independent Learning
	(SeeSaw)

Enter your schedule in this chart:

Time	Wednesday

Contacts:

Principal/AP email and phone:		
Office Professional(s) email and phone:		
Grade-level team emails and phone:		
Specialists email and phone		
IAs email and phone:		

Important Links including to resources:

SeeSaw Link for Co-Teaching	
Specialist Link – PE (for sharing with students)	
Specialist Link – Music (for	
sharing with students) Specialist Link – Art (for sharing	
with students) Other Links	

My Students:

- Student roster/attendance process
- Notes about students (e.g., small group rosters/schedule, notes on any special requirements)

Classroom Management Plan:

Brief summary of classroom management plan:

Lesson Plans:

Synchronous lesson plans for the days absent:

- Content resources: ______
- Closing: _____

Asynchronous activities for the days absent:

- Type of Activity: ______
- Expectations on when completed: ______

Homework assignments w/due dates:

Troubleshooting guide (frequent issues/problems):