

Substitute Teacher Templates

A welcome letter for whoever covers your class, and a one-day emergency lesson plan. Free from subplans.tidytrackers.fyi — print a few blank copies and keep them in your sub folder before you need them.

Fill in anything in [brackets] ahead of time; leave the day-specific lines blank so the same printout works for any absence.

Need elementary and secondary versions, a sub folder checklist and a no-prep filler activity list? The Sub Plans Bundle is \$9 at subplans.tidytrackers.fyi/#pricing.

Substitute Teacher Welcome Letter

Leave one copy on the desk and one in the sub folder.

Dear Substitute Teacher,

Thank you for covering my class today – I really appreciate it. Everything you need should be here, but if something isn't, the school office ([Office Phone]) can help.

CLASS INFO

Class / Grade: [Grade / Class Name]
Today's date: [Date]
Number of students: [Student Count]
Class list: [Attached / On my desk / In the folder]

SCHEDULE FOR TODAY

[Start Time] [Subject/Period 1] – [Room, if different]
[Start Time] [Subject/Period 2]
[Start Time] Lunch – [Location / Duty notes]
[Start Time] [Subject/Period 3]
[Start Time] Dismissal – [Bus / Pickup / Walker procedure]

DAILY PROCEDURES

- Attendance: [How/where attendance is taken, e.g. "Take attendance using the sheet on my desk and send it to the office by 9:15 AM"]
- Bathroom / hallway passes: [Procedure, e.g. "One student at a time, hall pass is on the hook by the door"]
- Signal for quiet / attention: [e.g. "Raise your hand and count down from 5"]
- Where materials are: [e.g. "Handouts for each period are in the tray labeled with the period number"]
- Technology: [Login info location, what's allowed]

BEHAVIOR AND CLASSROOM MANAGEMENT

- [Note any classroom-specific behavior system, e.g. "We use a clip chart – clips move up for good behavior, down for repeated reminders"]
- Students who may need extra support: [General note, avoid naming individual students' private information in a shared letter – leave specifics to the school's official plan]
- What to do if a student refuses to cooperate: [e.g. "Send them with a hall pass to the office, do not leave the room to escort them"]

EMERGENCIES

- Fire drill: [Route and meeting point]
- Lockdown: [What to do]
- Nurse: [Location / how to send a student]
- Emergency contact for me: [Your Name], [Phone Number]

END OF DAY

- Please leave: [What you'd like left behind – a note on how the day went, completed work in a specific tray, etc.]
- Sign out at: [Location, e.g. "the front office before you leave"]

Thank you again – I hope the day goes smoothly!

[Your Name]

Emergency Substitute Lesson Plan

Print three blank copies. Fill one in the night before, or leave them blank for the office to hand over.

EMERGENCY SUBSTITUTE LESSON PLAN

Teacher: _____ Class/Grade: _____
Date: _____ Room: _____

SCHEDULE

Period/Block	Subject	Activity (attach handout if needed)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

MATERIALS NEEDED (location noted for each)

1. _____ Location: _____
2. _____ Location: _____
3. _____ Location: _____

SEATING / CLASS NOTES

Seating chart location: _____
Students who help easily (line leader, tech helper, etc.):

KEY INSTRUCTIONS FOR TODAY

IF YOU FINISH EARLY

EMERGENCY PROCEDURES REMINDER

Fire drill route/meeting point: _____
Nurse location: _____
Front office phone: _____

NOTES FOR THE TEACHER (please leave this filled in)

How the day went: _____
Anything the teacher should know: _____
