

For teacher's only.

[Please include all of this in your day packet]

Substitute Checklist

- Class schedule- *highlight sub periods*
- Attendance sheets- *request at the front desk*
- Daily lesson plan template
- Classroom key- *available at the front desk*
- Sub pay sheet- *request at the front desk*

When finished, please give your finished packet to the Front Desk. Be sure to include your class schedule and highlight where the sub is needed. Mari or Datriona will print your attendance sheets. If you are off-site, please email the information to Mari or Datriona. At the end of the day, your substitute is to return the packet to the teacher's personal mailbox.

Classroom keys will be kept at the front desk with a sign-out sheet. Mari or Datriona will provide your sub with the key and it must be returned at the end of the day to the front desk.

Please contact Tim Joy if you have questions.



DE LA SALLE NORTH
CATHOLIC HIGH SCHOOL

Sub Daily Lesson Plan Template

Teacher :	Date:
Room:	Subject & Grade:
Lesson Name/Number:	
In the last few days, we have covered:	
Subject of today's lesson:	
Lesson outline:	
Instructional aids, materials or tools needed:	
References:	
Assignment:	
Notes:	

