

Classroom Information *for* Substitute Teachers

TEACHER _____

SUBJECTS _____

Principal's name _____ home phone _____

Vice-Principal's name _____ home phone _____

School phone _____ Name of school secretary _____

Name(s) of Union Rep(s) _____

Name(s) of teacher(s) who would be of assistance _____

Names of "helpful" students _____

Keys to classroom, computer room, etc available from _____

Photocopy # _____ Computer PASSWORD _____

Attendance Policy _____

Bus Pass Policy _____

Identify names of IPP, Accom, BIP students (attach necessary information)

Medical concerns (EPI pens, diabetes, allergies, etc)

Teacher assistant(s) (attach schedule)

Policies for washroom, telephone, etc.

ATTACH FOR INFORMATION:

- lesson plan
- schedule/timetable
- class photo (labeled)
- class list of students
- schedule of supervision (if applicable)
- map of school
- bus list (who goes on which bus)
- fire drill routine
- parental concerns (who goes home with whom)
- discipline procedure (note goes to office, etc)
- school handbook