



Sub Prep Checklist

- Lessons plans* with schedule including:
 - Specials rotation
 - Assemblies or other special activities
 - Lunch choices
 - Students going to pull-outs
- Copies
- Materials
- General instructions
 - Behavior concerns
 - Health concerns
 - Classroom rules
 - Helpful students
- Attendance form
- Lunch count form
- Nurse passes
- Phone numbers for the office, nurse, and helpful teachers
- Instructions for working necessary technology (with remotes)

* Free emergency sub plans can be found at www.subhubonline.blogspot.com for grades K – 5