

Classroom Information *for* Substitute Teachers

TEACHER SUBJECT(S)

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, library, etc. available from

Photocopy # Computer password (if necessary)

Attendance policy

Bus pass policy

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

Medical concerns (epipens, diabetes, allergies, etc.)

Teacher assistant (please attach schedule)

Policies for washroom, telephone, etc.

PLEASE ATTACH:

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