

# Substitute Information Sheet

Teacher: \_\_\_\_\_

Grade: \_\_\_\_\_

## Morning Routine

Attendance: \_\_\_\_\_

Lunch Count: \_\_\_\_\_

Morning lesson procedure: \_\_\_\_\_

## Special Procedures

Specials: \_\_\_\_\_

Lunch period: \_\_\_\_\_

Lunch procedure: \_\_\_\_\_

Recess: \_\_\_\_\_

Restrooms: \_\_\_\_\_

## Additional Information

Teacher (s) who will be of assistance:

Helpful Students: