



Substitute Folder Teacher Checklist

- Campus Bell Schedule
- Teacher Class Schedule (with lunch schedule/duty information)
- Teacher Lesson Plans
- Location of Five (5) Emergency/Additional Lesson Plans
(Listed on the Substitute Support Sheet)
- Two Current Class Rosters (printed via Skyward)
- Emergency Operations Procedures (**EMOP**) Teacher's Wall Chart
- EMOP Maps with highlighted class routes and locations
- GO KIT (**location provided**)
- Discipline Referrals
- Completed Substitute Support Sheet