SUBSTITUTE TEACHER PLANS

TECHNOLOGY CAMPUS
19525 W. WASHINGTON ST.
GRAYSLAKE, IL 60030
(847) 223-6681

TEACHER'S NAME	ROOM(S)	DATE SUBSTITUTE NEEDED

WHERE TO FIND

Lesson Plans: _____

Attendance/Other Forms: _____

Class List/Seating Chart: _____

General Supplies: _____

Rules/Procedures: _____

Other: _____

STUDENTS WITH SPECIAL NEEDS: _____

TODAY'S SCHEDULE

PERIOD/SUBJECT	LESSON PLANS	DETAILS ATTACHED	STUDENTS AWARE OF PLAN

ADDITIONAL INFORMATION

Special Activities: _____

Assigned Duties: _____

Helpful Colleages (Name/Location):

In Case of Severe Discipline Problem:

Leave Completed Materials & Reports (Location): _____

TEACHER'S SIGNATURE DATE

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