



## Substitute Checklist

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1. How do I get into the classroom? \_\_\_\_\_
2. Where are your teaching materials? \_\_\_\_\_
3. What is your Audio Visual Set up? \_\_\_\_\_
4. Where is your attendance and Materials Sheet? \_\_\_\_\_
5. Are you at the correct point in the lesson plans? \_\_\_\_\_
6. Where are you in the Book and video? \_\_\_\_\_
7. Are we playing a game today? \_\_\_\_\_
8. Is there a Segment 2 class today that I need to teach (MI Only) \_\_\_\_\_
9. What day of Segment 2 are you on (MI Only) \_\_\_\_\_
10. Does this location allow food in the classroom? \_\_\_\_\_
11. Is there a seating chart or is it open seating? \_\_\_\_\_
12. Are there any difficult or special needs students to be aware of?  
\_\_\_\_\_
13. Do I need to cancel student drives? \_\_\_\_\_
14. Do I need to contact another driver that helps out? If so who is it and what is their # ?  
\_\_\_\_\_
15. If today is the last day of class, what are the tests score for the students ?  
\_\_\_\_\_
16. Are there any certificates that need to be passed out today ? \_\_\_\_\_

Please put any additional I need to know in you absents on the back of this page.