

Sub-Plan Emergency System

Plug & Play — fill this in ONCE, and it works for any sub, any subject.

1. Fill in pages 2–4 once at the start of the school year (or the first time you know you will be out).
2. Print the packet and keep it in a folder marked SUB — write below exactly where that folder lives.
3. Leave the folder on your desk before every absence. A sub should find it within 30 seconds of walking in.
4. After the day, read the End-of-Day Report (page 5). The sub completes it — it tells you what got done, what didn't, and any behavior notes.
5. Update pages 2–4 when your roster, schedule, or routines change. This folder is only as good as its last update.

Fill in once — classroom facts

Teacher name:

Room number:

Grade(s):

School year:

Where this folder lives (be specific — e.g. “left drawer of desk, red folder”):

Tip: tape a bright sticky note to the folder that says SUB PLANS — it gets found faster than any binder tab.

Class Roster

List every student once. Use "Notes / Alerts" for medical needs, seating requirements, and buddy assignments.

#	Student name	Notes / Alerts (medical, seating, buddy)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		

Total students: (update this whenever the roster changes)