

# A Substitute's Guide to \_\_\_\_\_'s Class

**\* IMPORTANT PHONE NUMBERS:**

Office: \_\_\_\_\_

Nurse: \_\_\_\_\_

Custodian: \_\_\_\_\_

Teacher who can help: \_\_\_\_\_

### \* TODAY'S SCHEDULE:

[illegible]

**\* ROUTINES:**

Arrival: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dismissal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Bathroom: \_\_\_\_\_  
\_\_\_\_\_

Fire or other emergency drills: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\* IMPORTANT NOTES ABOUT STUDENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_