Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Substitute Teacher Information**

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| **Homeroom Procedures:** |
| **Dismissal** |
| **Teaching Periods** |
| **Duty Assignments/Location** |
| **Description of Class Routines** |
| **Classroom** |  |
| **Quiet Signal** |  |
| **Restroom** |  |
| **Pencil Sharpener** |  |
| **Attendance**  |  |
| **Fire Drill Evacuation**  |  |
| **Lockers** |  |
| **Behavior Plans** |  |
| **Helpful Teachers** |  |
| **Student Health Concerns\*** | **Allergies** |
| **Miscellaneous** |  |

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