

SUBSTITUTE FOLDER
STEUBENVILLE HIGH SCHOOL

MASTER KEY
SPECIAL KEY

TEACHER: _____ ROOM NUMBER: _____ ROOM KEY: _____

PERIOD	CLASS TITLE	TEXTBOOK	TEXT EDITION	LOCATION
1ST	_____	_____	_____	_____
2ND	_____	_____	_____	_____
3RD	_____	_____	_____	_____
4TH	_____	_____	_____	_____
5TH	_____	_____	_____	_____
6TH	_____	_____	_____	_____
7TH	_____	_____	_____	_____
8TH	_____	_____	_____	_____

EXTRA-DUTIES _____

CHECKLIST - PLEASE ATTACH DOCUMENTS TO OTHER SIDE OF FOLDER:

1. _____ CLASS LISTS / HOMEROOM LISTS
2. _____ MASTER SCHEDULE with TIMES LISTED
3. _____ SEATING CHARTS for EACH CLASS
4. _____ LISTS OF MATERIALS USED / LOCATION
5. _____ HOW YOU WANT SUB TO TAKE ROLL and IF YOU WANT SUB USING GRADE BOOK
6. _____ LOCATION OF LESSON PLAN BOOK
7. _____ A GENERIC LESSON PLAN FOR ONE DAY - FOR ALL CLASSES - IN CASE SUB CANNOT USE OTHER PLANS
8. _____ ANY HEALTH PROBLEMS OF STUDENTS THAT A SUB SHOULD BE MADE AWARE
9. _____ A NEIGHBORING TEACHER THEY CAN RELY ON IN CASE OF EMERGENCY
10. _____ OTHER

