The Substitute Teacher Instructions Kit organizes your lesson plans and daily classroom routines into an easy to follow and visually appealing package.

Substitute teachers deserve to have an ordered beginning to their day. Ensure their success in your classroom by using The Substitute Teacher Instructions Kit!
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Substitute Teacher Instructions

Classroom Teacher: __________________________ Class: _______ Room: _______ Home Tel: _______

School: ____________________________________ Tel: ______________ Fax: ______________

Principal: __________________________________________________________
Vice Principal: ______________________________________________________
Secretary: __________________________________________________________

WHERE THINGS ARE:

Lesson Plans: ___________________________________________________________________________________
Keys: ________________________________________________________________________________________
Teacher’s Binder: _______________________________________________________________________________
Manuals/Curriculum Guides: _____________________________________________________________________
Long Range Plans: ______________________________________________________________________________
Class List, Seating Plan: _________________________________________________________________________
Attendance Folder: ______________________________________________________________________________
Photocopy Machine: __________________________ Access Number: ___________________
School Timetable: ______________________________________________________________________________
Teacher Timetable: _____________________________________________________________________________
Class Supplies: ________________________________________________________________________________
The “Office” button: ____________________________________________________________________________
Custodian’s Room: ______________________________________________________________________________
Audio Visual Equipment: _________________________________________________________________________
Staff Restroom: ________________________________________________________________________________
Chalk, Pencils Paper, etc., _______________________________________________________________________

For additional help please contact this teacher: __________________________ Room: _____________
Reliable students that can further assist you: _______________________________________________________

Teacher’s Lounge/ Staff Room: ___________________________________________________________________
Dear Teacher,

IF YOU LIKE WHAT YOU HAVE SEEN so far, please see other resources at www.TimesaversForTeachers.com? Direct links have to different resources have been added for you below. Interactive versions are also available where you may actually TYPE information directly on the forms and SAVE work.

**Report Card and IEP Comments**: 1830 ready-to-use comments, logically organized for ease of use.  
*Click here: www.timesaversforteachers.com/report-card-comments* also visit www.TeacherReportCardComments.com

**The Teacher’s Binder**: World’s largest collection of often used classroom forms.  
*Non-interactive version: www.timesaversforteachers.com/teachers-binder*  
*Interactive version: www.timesaversforteachers.com/teachers-binder*

**1000 Quick Writing Ideas**: Motivate students to begin writing by giving them 1000 writing ideas and prompts!  
*Click here: www.timesaversforteachers.com/1000-quick-writing-ideas* (language forms included)

**Substitute Teacher Instructions Kit**: Organize substitute teacher instructions effectively and thoroughly!  
*None-Interactive: www.timesaversforteachers.com/substitute-teacher-kit*  
*Interactive version: www.timesaversforteachers.com/substitute-teacher-kit*

**The Essay Writing Kit**: Helps make common essay planning and writing tasks simpler and far less frustrating for students.  
*Printable: www.timesaversforteachers.com/essay-writing-kit*  
*Interactive: www.timesaversforteachers.com/essay-writing-kit*

**Spelling Activities for Spelling Lists**: printable, visually attractive spelling activities, ready for use.  
*Click here: www.timesaversforteachers.com/spelling-activities-for-spelling-lists*

**Classroom Awards, Certificates and Passes**:  
*Printable: www.timesaversforteachers.com/classroom-awards*  
*Interactive: www.timesaversforteachers.com/classroom-awards*

**Math Timesavers**: collection of difficult-to-find, often-used forms, masters and reproducible sheets for a K-8 class.  
*Click here: www.timesaversforteachers.com/math-timesavers*

**Just Multiply It**: Teach your students the multiplication facts in a fun, quick, organized, and visually appealing way!  
*Click here: www.timesaversforteachers.com/just-multiply-it*

**Just Teach It**: Fun end-of-the-year language unit - students research, prepare and teach classmates - very popular.  
*Click here: www.timesaversforteachers.com/just-teach-it*

TIMESAVERS for TEACHERS.com: www.TimesaversForTeachers.com  
TEACHER REPORT CARD COMMENTS.com: www.TeacherReportCardComments.com