



# Sub Prep Checklist

- Lessons plans\* with schedule including:
  - Specials rotation
  - Assemblies or other special activities
  - Lunch choices
  - Students going to pull-outs
- Copies
- Materials
- General instructions
  - Behavior concerns
  - Health concerns
  - Classroom rules
  - Helpful students
- Attendance form
- Lunch count form
- Nurse passes
- Phone numbers for the office, nurse, and helpful teachers
- Instructions for working necessary technology (with remotes)

\* Free emergency sub plans can be found at [www.subhubonline.blogspot.com](http://www.subhubonline.blogspot.com) for grades K – 5