



CMCSS Substitute Folder Requirements

Providing our students, teachers, and schools with the best substitutes is the goal of the CMCSS Substitute Program. In order to set our substitutes and students up for a successful experience, we ask our teachers to carefully prepare and plan for their absences to the fullest extent possible. However, we do understand that many absences will be unexpected and can happen at the last minute. It is vital for our teachers to have structures in place so that when those unexpected days do arise, a substitute can enter the room and still be able to provide a productive learning experience for the students. Consistency in information provided to a substitute will help to decrease variance in substitute preparedness and performance.

The following items should be included in your *Substitute Information Folder*. This folder should be updated and readily available upon your absence. Please note the items listed are a minimum requirement. You may choose to include additional information relevant to your classroom and/or program. However, the items listed in minimum requirements **must** be included and updated as needed:

Minimum Requirements:

- ☐ Contact Numbers (office, co-teacher, team leader, etc.)
- ☐ Current Student Roster(s)
- ☐ Daily Schedule (notate any changes)
- ☐ Student Transportation List
- ☐ Classroom Split list(s) (if applicable)
- ☐ Seating Chart (if applicable)
- ☐ Classroom/School Procedures and Expectations (bathroom, cellphones, laptops, etc.)
- ☐ Classroom Discipline Policy and Procedures
- ☐ Emergency Maps, Procedures and Locations (Fire, Lock down, Tornado, Evacuation, etc.)
- ☐ IEP Accommodations/504 Accommodations/Related Services (if applicable)
- ☐ Medical Alerts/Procedures
- ☐ Nurse Referrals
- ☐ Copies of CMCSS Substitute Daily Report Form (To be completed by sub)

In addition to the Substitute folder requirements above, please ensure the following information is available for your substitute.

Additional Information for Substitute:

- ☐ Lesson plans- clearly written and readily available (extra assignments for early finishers)
- ☐ Materials for activities and assignments copied, labeled, and easy to find/locate
- ☐ Any special instructions for activities, homework, etc.
- ☐ Emergency Lesson Plans/Activities (Important to have as a backup, especially for an unexpected absence)

The better informed a substitute is of your daily operations and expectations, the more effective he or she will be in your absence.