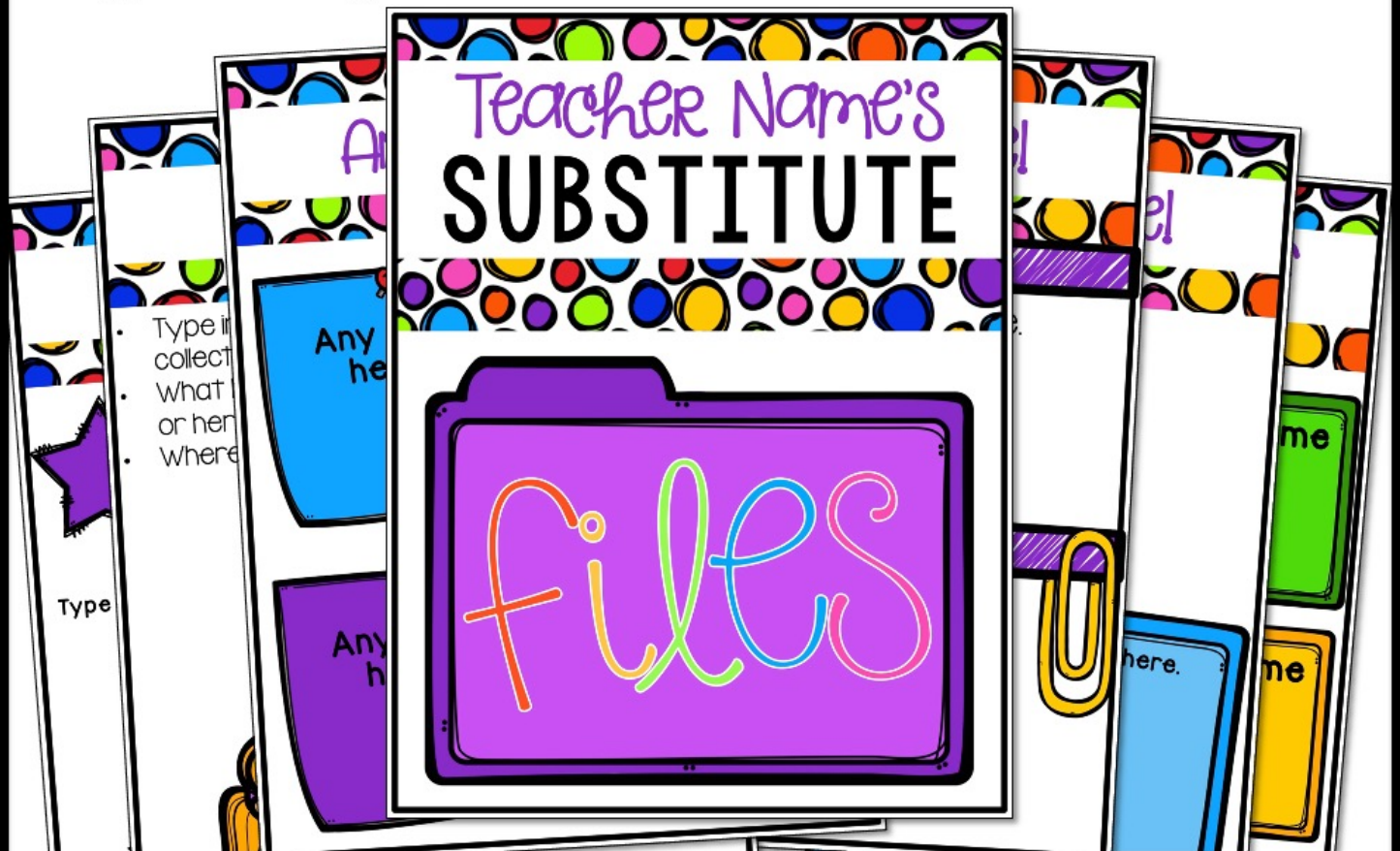


EDITABLE

substitute binder



Created by A Teachable Teacher



scroll to see more

EDITABLE

substitute binder

24 EDITABLE pages!

**Detailed directions
included for you!**

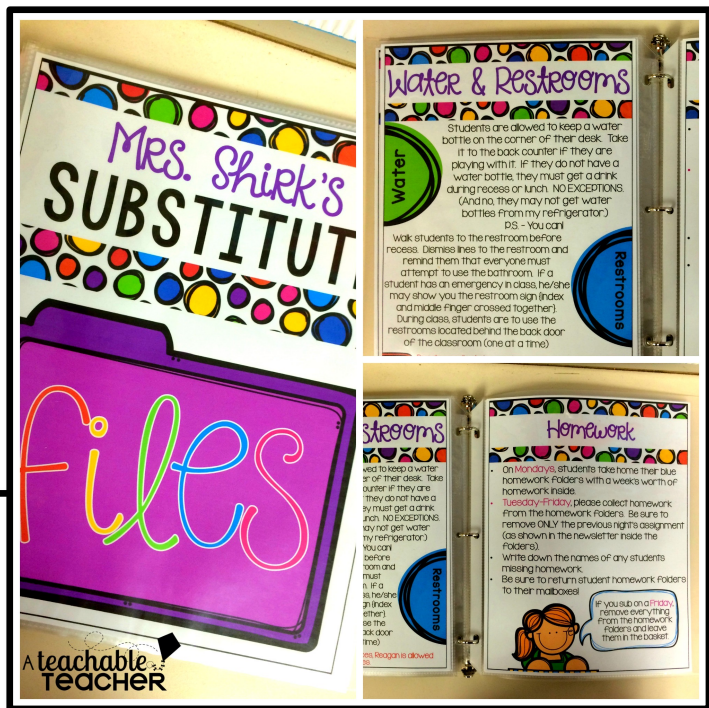
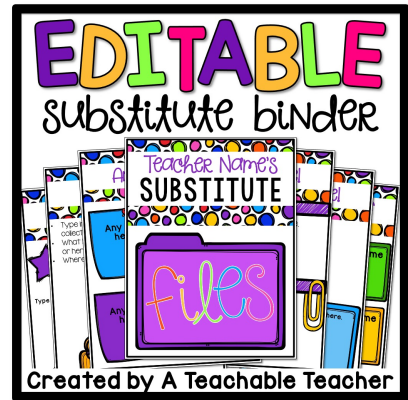
LOVED by teachers!

1,000+ 5 star reviews!



Topics in This Product:

- ✓ Note from teacher
- ✓ School policies
- ✓ Student information
- ✓ Daily schedule
- ✓ Water/Restroom policies
- ✓ Class list
- ✓ Arrival/Dismissal procedures
- ✓ Helpful staff
- ✓ Note for teacher (from the sub)
- ✓ Behavior
- ✓ Homework
- ✓ Time fillers
- ✓ Extra blank pages



Deborah T.
June 20, 2022

★★★★★ Extremely satisfied

This is just what I was looking for. The colors, graphics, and fonts are so cute and I love the clip art that was used. I could hardly wait to start putting together my Guest Teacher binder for next year. Thanks for a very cute way to inform my Guest Teachers.

The **perfect** way to prepare your substitute! 

EDITABLE

Substitute binder

Editable Pages Included:

A note from the teacher

Dear Substitute,

Thank you so much for subbing for me today! If I was able to plan for a sub, you will find detailed lesson plans nearby. All copies are placed in the Monday-Friday rolling cart drawers in the front of the room.

If you do not find these available, then you are here due to an emergency. Please use the emergency sub plans and copies located in the back of this tub.

Feel free to contact me if you have any questions. If I am available, I will call or text you back!

Sincerely,

Teacher Name Here

contact info

A note from the you to the substitute

School policies

School Policies

You should know...

- Add important school policies here.
- Or you can add important school rules.
- Add anything else you think the sub should know about your school...

ALL text can be edited!

EDITABLE

Substitute binder

Editable Pages Included:

Helpful Staff

Teacher Name Grade Room # EXT. #	Teacher Name Grade Room # EXT. #
Teacher Name Grade Room # EXT. #	Teacher Name Grade Room # EXT. #

In the office...

Secretary - Name- Dial EXT #
Office Clerk - Name- Dial EXT #
Health - Name- Dial EXT #

Helpful staff form

Class list

Class List

1. First Last	16. First Last
2. First Last	17. First Last
3. First Last	18. First Last
4. First Last	19. First Last
5. First Last	20. First Last
6. First Last	21. First Last
7. First Last	22. First Last
8. First Last	23. First Last
9. First Last	24. First Last
10. First Last	25. First Last
11. First Last	26. First Last
12. First Last	27. First Last
13. First Last	28. First Last
14. First Last	29. First Last
15. First Last	30. First Last

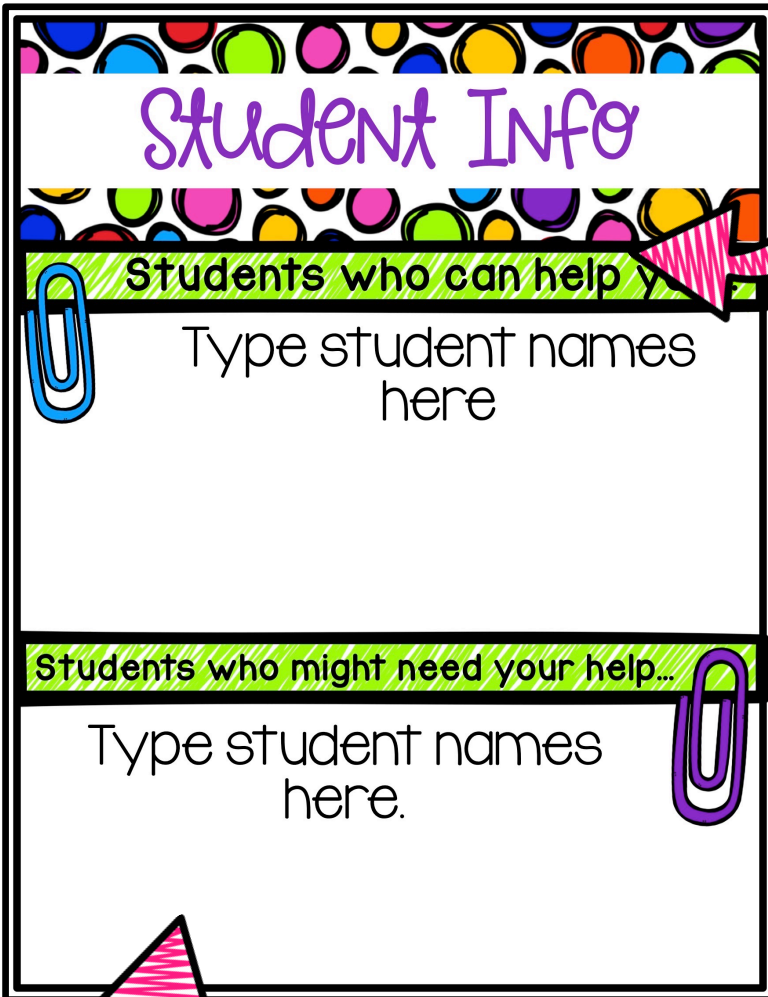
ALL text can be edited!

All graphics are locked and cannot be moved

EDITABLE

Substitute binder

Editable Pages Included:



Student Info

Students who can help you

Type student names here

Students who might need your help...

Type student names here.

The page features a colorful polka-dot border at the top. The title 'Student Info' is written in purple cursive. Below it, there are two sections with green hatched headers. The first section is titled 'Students who can help you' and has a blue paperclip icon on the left. The second section is titled 'Students who might need your help...' and has a purple paperclip icon on the right. A pink arrow points from the 'Helpful student information' text to the top of this page.

Helpful student information

Class Rules



Class Rules

- 1 Listen when the speaker is talking!
- 2 Follow directions quickly!
- 3 Raise your hand for permission to speak!
- 4 Respect others, your school, and yourself!
- 5 Be safe, be kind, be honest!
- 6 Always give your personal best!

The page features a colorful polka-dot border at the top. The title 'Class Rules' is written in purple cursive. Below it, there are six numbered rules, each with a colored circle containing the number. A pink arrow points from the 'Class Rules' text to the top of this page.

ALL text can be edited!

All graphics are locked and cannot be moved

EDITABLE

Substitute binder

Editable Pages Included:



Water & Restrooms

Type your water bottle/drinking fountain policy here.

water

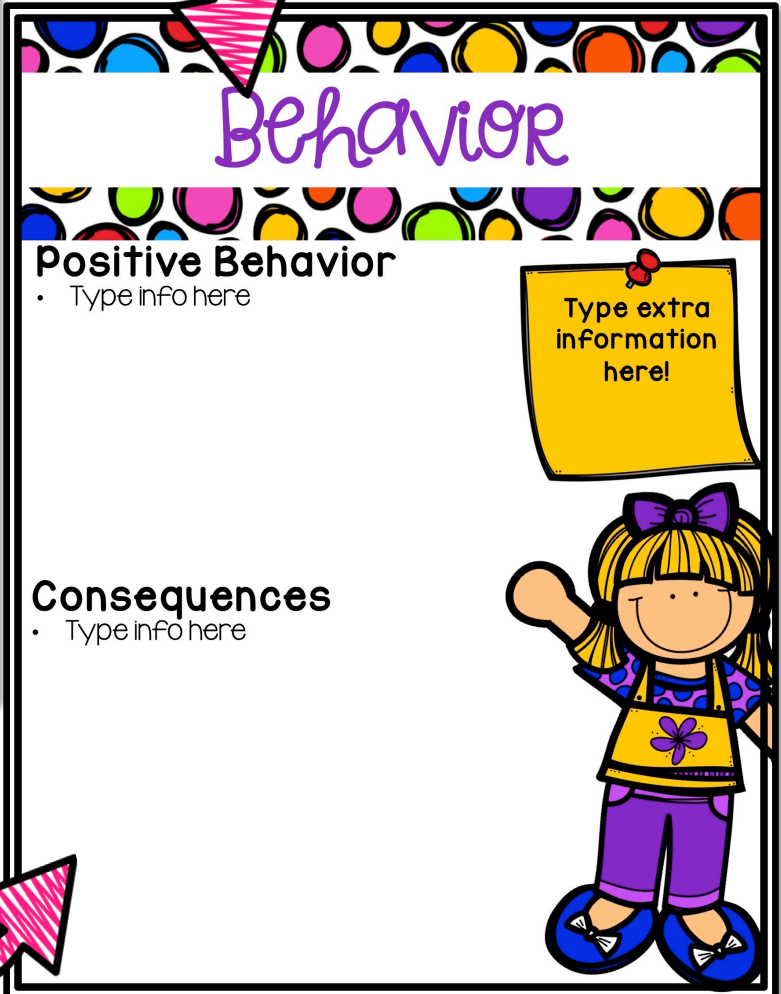
Type your restroom policy here.

Restrooms

Use students with medical exceptions here.

Water/Restroom information

Behavior Information



Behavior


Positive Behavior

- Type info here

Type extra information here!

Consequences

- Type info here



ALL text can be edited!

All graphics are locked and cannot be moved


EDITABLE


Substitute binder

Editable Pages Included:

Daily Schedule

8:00	Student pick up (recess blacktop)
8:00-8:15	Announcements, morning work
8:15-9:55	Language Arts Block
10:00-10:15	Morning Recess
10:15-10:55	Math Block
11:00-11:45	Lunch
11:45-12:15	Math Block Continued
12:15-12:55	Writing Block
1:00-1:15	Recess
1:15-2:00	Social Studies/Science Block
2:00-2:20	Pack up, collect mail, clean
2:25	Dismissal (front of the school)

 **Library**
Mondays 8:50-9:50

 **Computer Lab**
Thursdays 8:50-9:20


Daily Schedule

Time Fillers

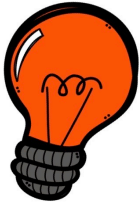
Got Time?

If you find yourself with extra time, here are some no prep activities that my class loves...


Activity Name
Describe activities/give directions. You can delete the ideas below or leave them in if you need them!



Simon Says Or "The Sub Says!"
Play the traditional Simon Says game, but change the name to "The Sub Says!" My class LOVES this activity. Once there are 10 students left, have them move the front of the room. Give the winner a gold tag (and play again if you need to!)



Draw First, Then Write!
Every student has a writing journal in his/her desk. Tell them they have 15 minutes to illustrate anything they want (that is school appropriate). When they are done, they must write 5-6 sentences about their drawing. It can be a story, informational, some of their favorite things, etc. Or, if you like, you can give them a prompt of your own!



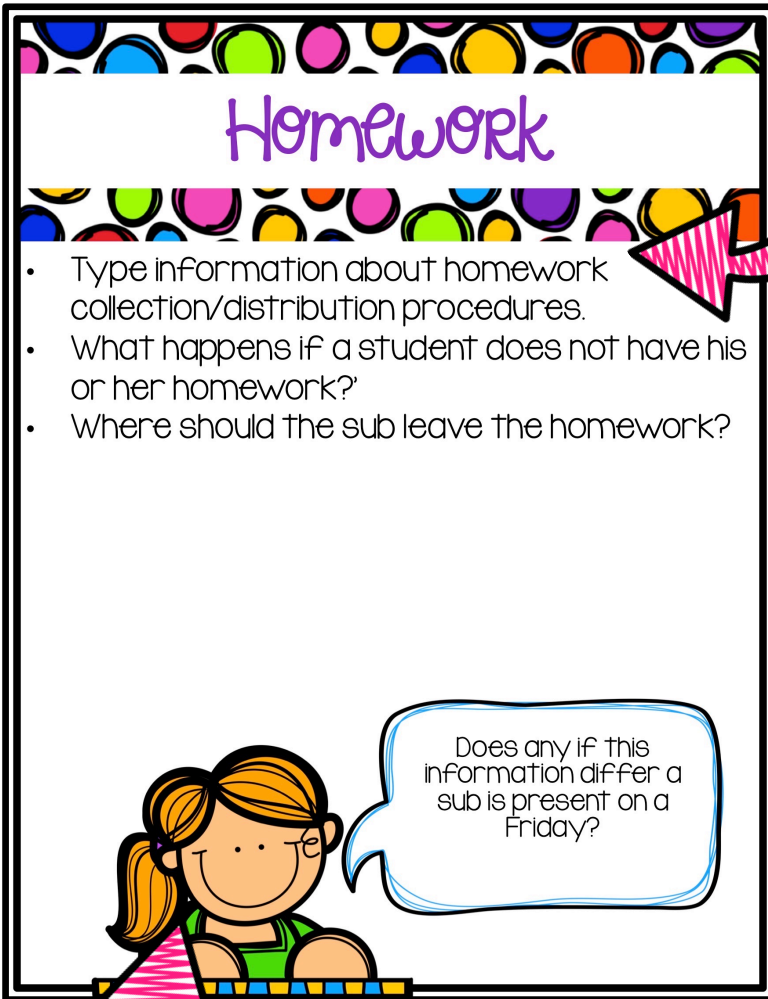
ALL text can be edited!

All graphics are locked and cannot be moved

EDITABLE

substitute binder

Editable Pages Included:



Homework

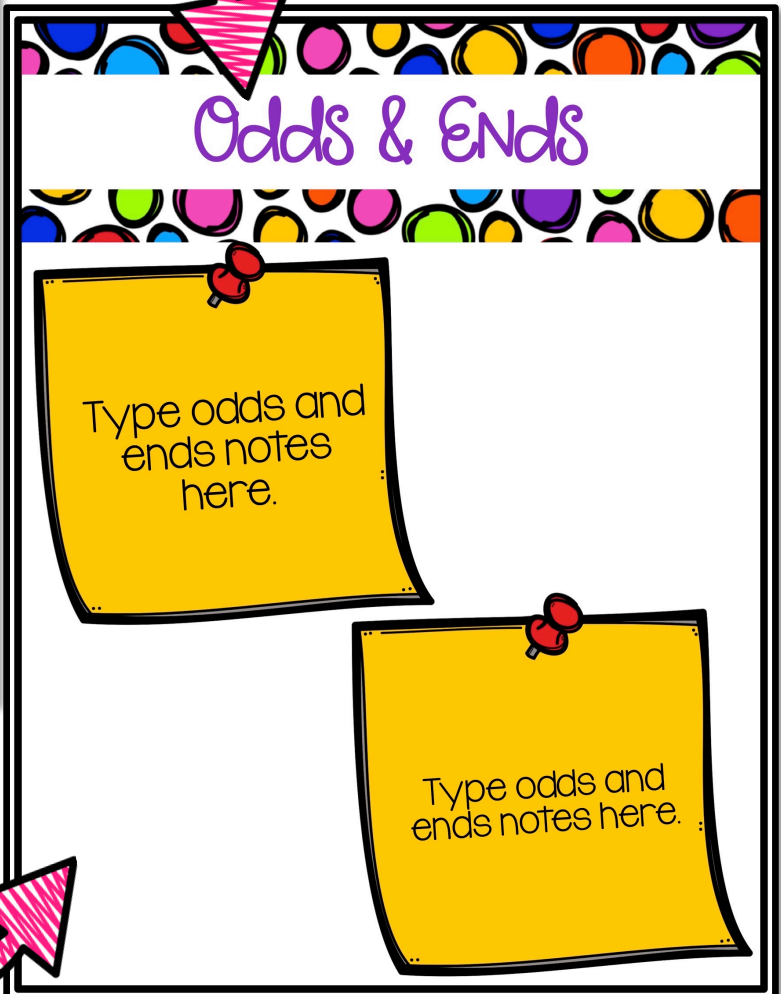
- Type information about homework collection/distribution procedures.
- What happens if a student does not have his or her homework?
- Where should the sub leave the homework?

Does any of this information differ a sub is present on a Friday?

The page features a colorful polka-dot border at the top and a cartoon girl with a speech bubble at the bottom.

Homework

Odds & Ends



Odds & Ends

Type odds and ends notes here.

Type odds and ends notes here.

The page features a colorful polka-dot border at the top and two yellow sticky notes pinned to the page.

ALL text can be edited!

All graphics are locked and cannot be moved

EDITABLE

Substitute binder

Editable Pages Included:

Arrival

- Type your arrival procedures here. forget to include information about unpacking in the morning, collecting lunch money, etc.
- Where should your sub be in the morning?
- Type additional information here.

Arrival Procedure

Dismissal Procedure

Dismissal

- Include information about dismissal.
- Where do students dismiss?
- When should the sub initiate end-of-the day routines?

ALL text can be edited!

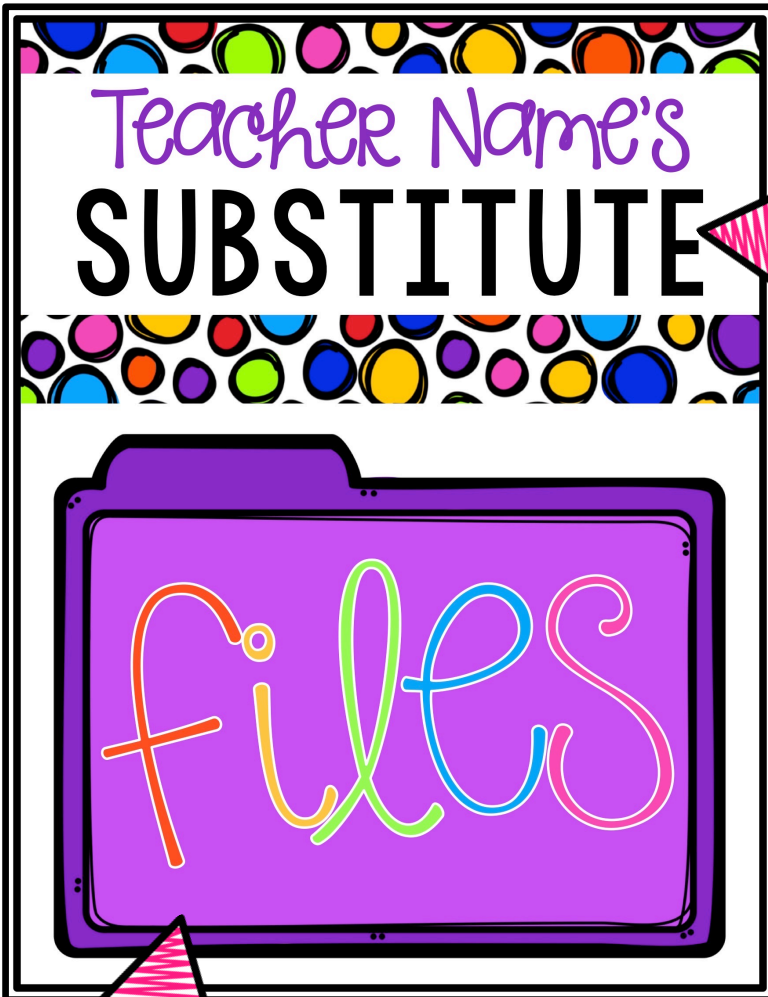
After School Clubs info
List students here.

Carpool/Walkers
List students here.

EDITABLE

Substitute binder

Editable Pages Included:



Binder Cover Page

Page for
substitute
notes



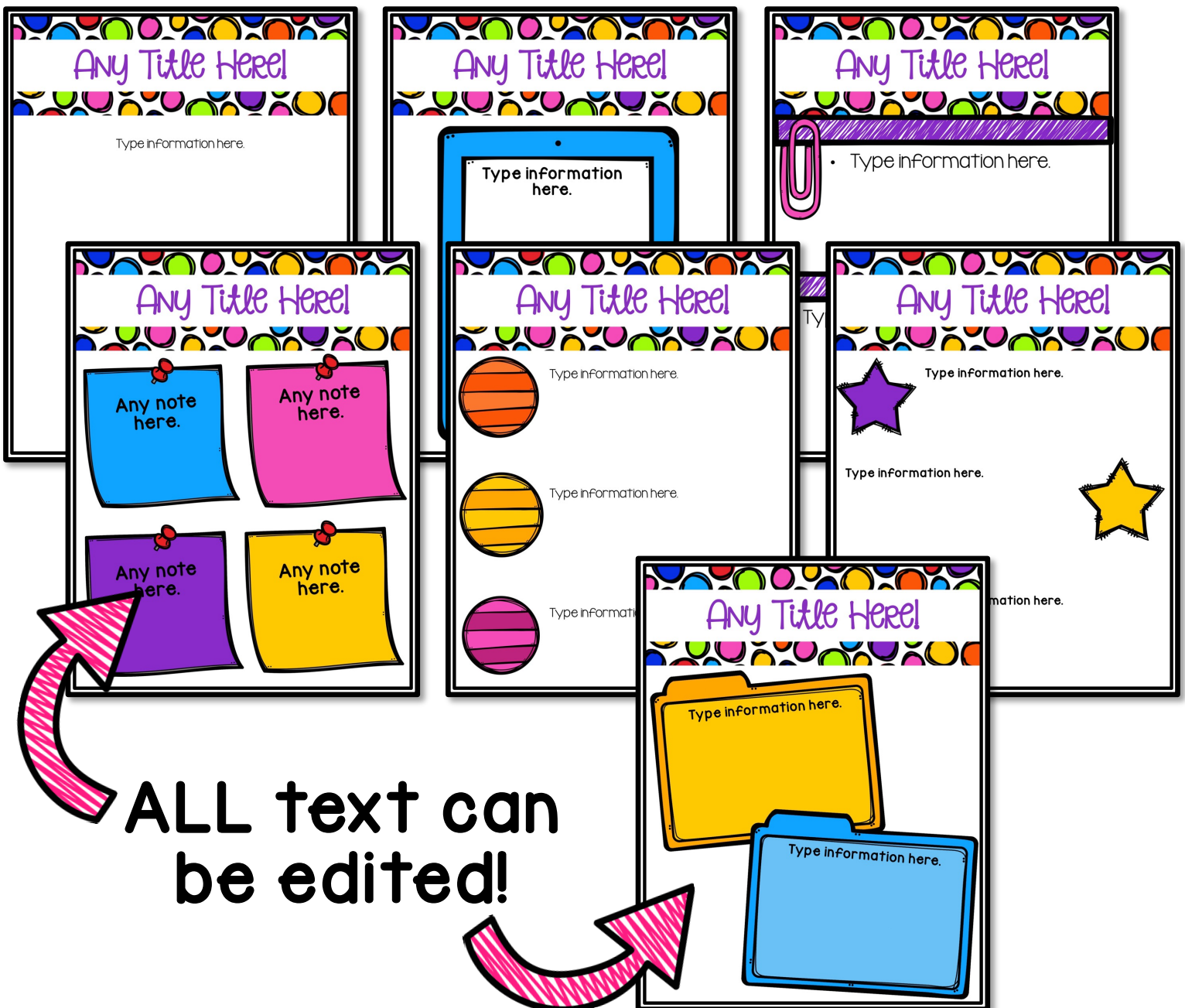
ALL text can
be edited!

All graphics are locked and cannot be moved

EDITABLE

Substitute binder

Editable Blank Pages Included:



ALL text can be edited!

All graphics are locked and cannot be moved



TEACHERS ARE RAVING!



Kristan Boruch (TPT Seller)

October 8, 2023

★★★★★ **Extremely satisfied**

This is so bright and colorful as well as easy to type in my information. I loved it and am excited to have this available for my subs this school year!

Students used with

2nd grade

Students were engaged



Krystal R.

June 21, 2023

★★★★★ **Extremely satisfied**

This has been such an amazing resource. I can count on this to always stay ready in the classroom and has all the information I need. Thank you for this!!!

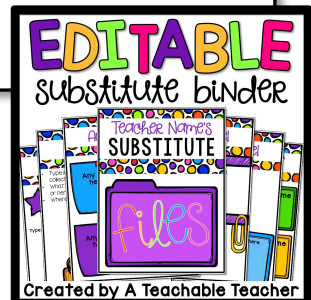


Emalee T.

June 10, 2023

★★★★★ **Extremely satisfied**

This is an absolutely amazing resource for creating a substitute binder! Creating this has made it so much easier to prepare for being out!



ALL your information a substitute NEEDS!

Class List

1. First Last	16. F
2. First Last	17. F
3. First Last	18. F
4. First Last	19. F
5. First Last	20. F
6. First Last	21. F
7. First Last	22. F
8. First Last	23. F
9. First Last	24. F
10. First Last	25. F
11. First Last	26. F
12. First Last	27. F
13. First Last	28. F
14. First Last	29. F
15. First Last	30. F

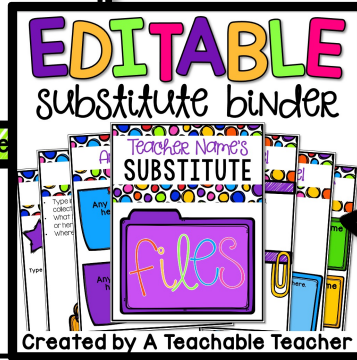
Student Info

Students who can help you...

Type student names here

Students who might need your help

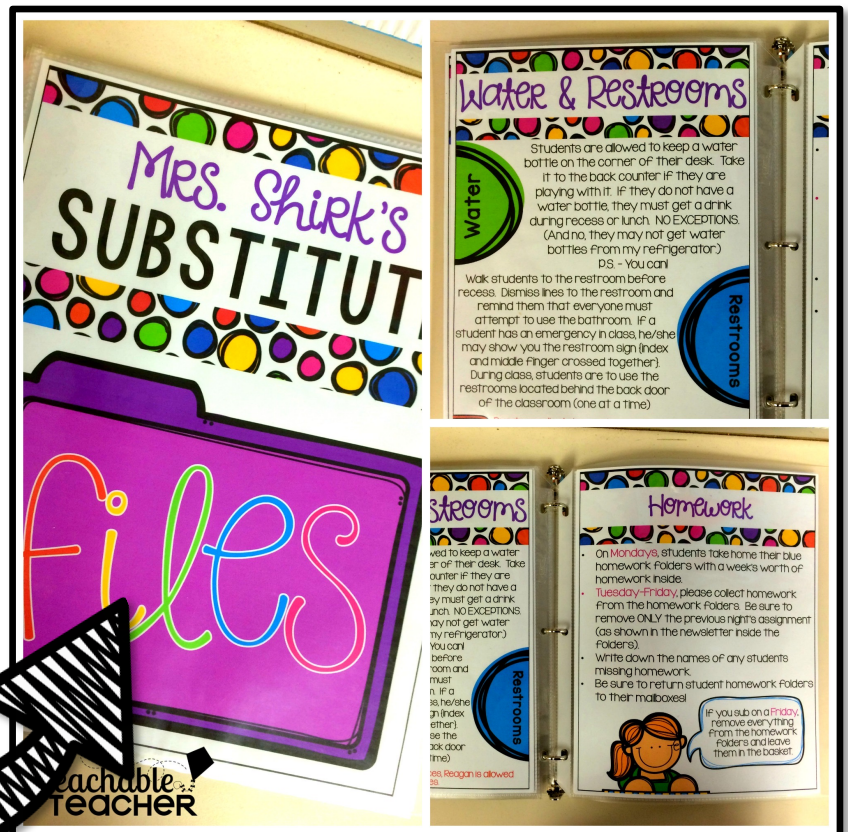
Type student names here.

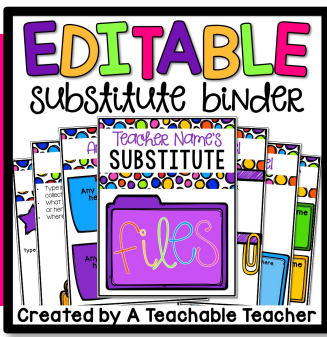


Editable + valuable information your substitute needs ALL in ONE resource!

Use year after year!

Ready for ALL the information your substitute may need!





Frequently Asked Questions

Is this an editable product?

YES!! This product is in PowerPoint for you to edit the pages to fit your needs!

Do I need a certain font on my computer for this to work?

You may use whatever font you want in PowerPoint. But, I have included directions in downloading the font I have used for this product.

Can I edit the clipart?

No, sorry! All graphics are locked and cannot be moved per clipart artists' terms of use.

Is this product available online for online teachers?

This product is not preloaded in an online format. However, you can always save your substitute pages and upload it online for your substitute.