

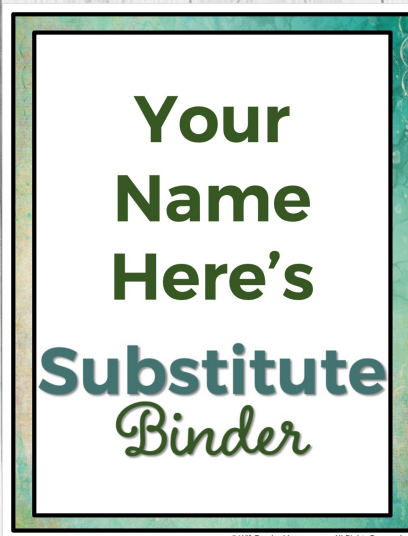
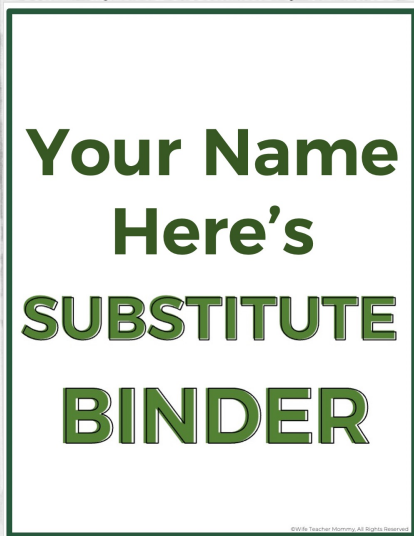
ADVENTURE

Substitute Binder



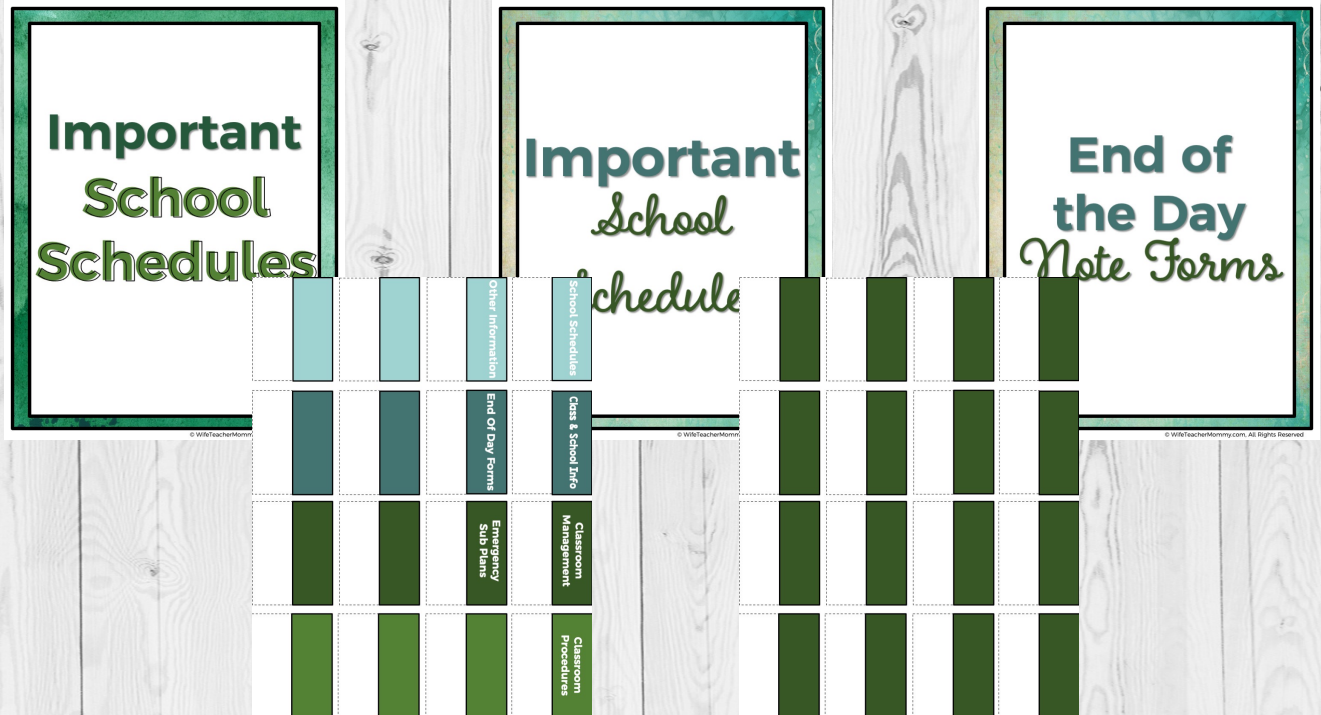
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Multiple Fun, Colorful, and Editable Professional Cover Options



We have included multiple cover options to fit your style and professional needs. You can personalize your sub binder by choosing the cover that best suits you and add your name!

Divider Sections and Tabs to Keep Everything Organized and Easily Accessible



We have thought of everything – you will find binder tabs and divider sections included in this sub-binder with blank pages for you to fill in yourself.

Class and School Schedule Pages & a School Information Sheet to Keep Important Information Handy

Bell Schedule

School Schedule

School Schedule

Alternate Schedule

Specials Schedule

Multiple schedule options are included in this pack that will help keep the schedule manageable and organized, not only for your sub, but for your students too!

Classroom Info and Procedure Pages to Help Your Sub Know Each Procedure Immediately



Classroom Info

Number of Students:

Classroom Number

First Aid Kit Located:

Where To Find Supplies:

Arrival Procedures

Attendance Procedures

Dismissal Procedures

Bathroom Procedures

Lunch Procedures

Attention Prompts

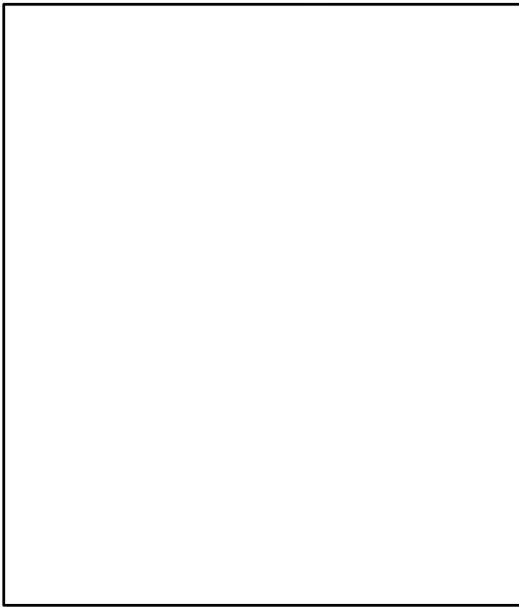
Assembly Procedures

Transition Procedures

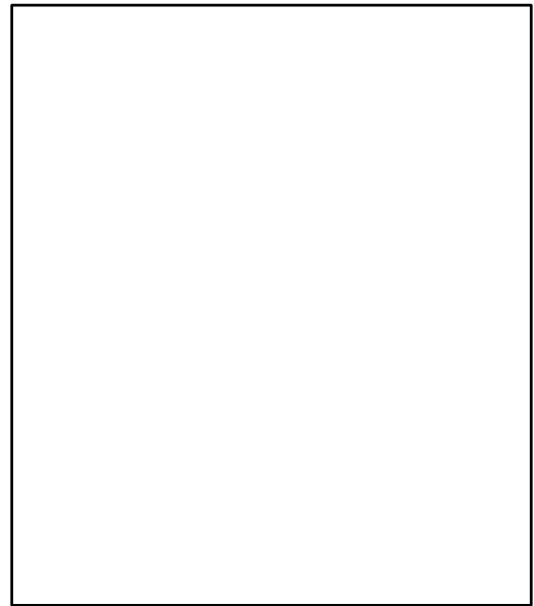
Keep all your procedure information in one place for easy recognition and availability. You can plan each procedure in preparation for the new school year and tweak them as needed.

Differentiation and Lesson Plan Adjustment Pages to Make Differentiation Easy For Your Sub

Lesson Plan Adjustments



Differentiation



We have created differentiation pages to help you outline exactly how you differentiate the content to reach all your students.

Editable Seating Chart Pages to Help Your Sub Navigate Your Classroom with Ease

Seating Chart

Step #6: Seating Chart Color Coding

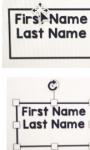
COLOR CODING IS OPTIONAL! IF YOU WOULD LIKE TO COLOR CODE YOUR SEATING CHART, SEE THE DIRECTIONS BELOW! I ONLY RECOMMEND THIS IF YOU FEEL PROFICIENT IN POWERPOINT!

Color coding is totally optional and not necessary for your seating chart! However, you may color code if you would like. It can be helpful for student groups, and especially for substitute teachers. You never see fit!

Step #4: Drag & Drop

Now it is time to get the desks into the correct layout for your classroom!

- **Move your cursor** around the text box until you see this icon. This is the "move" icon. When you see this icon, you can click and drag the text boxes (desks) wherever they need to go!
- To **rotate a desk**, click on the text box and put your cursor towards the top middle of the box. You will see a little circle icon with a rotating arrow. Click on that and drag the icon left or right to rotate the desk (text box).



Step #5: Type Names

- Once you get your desks in the correct format, it is time to type the names! Simply click your cursor into a text box at the end of the first line. Delete "First Name" and write the student's name. Do the same thing with the second line for the last names. **Doing it this way will help to keep the formatting in place!**
- Please note that the text boxes are formatted with an extra blank line underneath the text. This is to give you some wiggle room for longer names, and also so they are in a desk format. **For a longer name if you need to remove that space, put your cursor in the space and hit "delete" and it should go back to its regular shape.**
- Keep going until the seating chart is complete! Ta-DA! You're all set! **If you'd like to color-code your seating chart as well (optional) keep reading the instructions!**

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Step #2: Choose Layout

Once you have chosen which orientation and design to use, **take a look at the 3 versions of the seating chart and choose the one that closest fits your classroom layout.** I did three layouts- individual desks, tables, and rows. No worries if yours doesn't perfectly match any of these layouts! These directions show you how to rearrange them.

Step #3: Number of Desks

You will see that I have student "Desks" that say "First Name Last Name". These are simply pre-formatted text boxes. Before typing in the names, let's get the desks into the correct layout for your classroom, starting with getting the correct number of desks you need!

- If you need more desks than are pictured, simply right click on one of the text boxes, click "copy", and then "paste". Do this as many times as you need until you have the correct amount of desks. Don't worry that they aren't where you need them to be yet.
- If you need fewer desks than pictured, simply right click on the desks you don't need and hit "cut". This will remove them from the chart.

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We have included an editable seating chart to help your sub keep your students accountable for being in their proper seat throughout the day.

Exit Forms for Your Substitute Teacher To Help You Understand How the Day Went

How Did The Day Go?



We didn't get to:

Students who did great/struggled:

Absent Students:

Other Notes:

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Would You Like to Sub Again?

1 2 3 4 5

Your Contact Info:

Your General Availability:

Thank you !

Substitutes: Scan the QR Code to check out the Substitute's Resource Binder!



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We have included an exit survey for your substitute to fill out to give you an idea how the day went and whether they would like to sub for you again!

Behavior Incentive Punch Cards for Your Sub to Use with Your Students

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Substitute Punch Cards

You can use these however you decide! They can get one punch a day, or however many you want the sub to allow. You can decide rewards and incentives for filling up a card.

<p>○ ○ ○ ○ ○</p> <p>I HAD A GREAT DAY!</p> <p>This punch card belongs to: _____</p> <p>○ ○ ○ ○ ○</p> <p>○ ○ ○ ○ ○</p>	<p>○ ○ ○ ○ ○</p> <p>I HAD A GREAT DAY!</p> <p>This punch card belongs to: _____</p> <p>○ ○ ○ ○ ○</p> <p>○ ○ ○ ○ ○</p>
<p>○ ○ ○ ○ ○</p> <p>I HAD A GREAT DAY!</p> <p>This punch card belongs to: _____</p> <p>○ ○ ○ ○ ○</p> <p>○ ○ ○ ○ ○</p>	<p>○ ○ ○ ○ ○</p> <p>I HAD A GREAT DAY!</p> <p>This punch card belongs to: _____</p> <p>○ ○ ○ ○ ○</p> <p>○ ○ ○ ○ ○</p>
<p>○ ○ ○ ○ ○</p> <p>I HAD A GREAT DAY!</p> <p>This punch card belongs to: _____</p> <p>○ ○ ○ ○ ○</p> <p>○ ○ ○ ○ ○</p>	<p>○ ○ ○ ○ ○</p> <p>I HAD A GREAT DAY!</p> <p>This punch card belongs to: _____</p> <p>○ ○ ○ ○ ○</p> <p>○ ○ ○ ○ ○</p>

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Your students will love earning punches from the substitute and they will be even more excited to show you how many they earned when you return to the classroom.