WATERMELON
Substitute Binder

Your Name Here Substitute

Your Name te

nything Else u May

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 the "move" icon. When you an click and drag the text rever they need to go!

lick on the text box and put the top middle of the box. circle icon with a rotating t and drag the icon left or desk (text box).

5: Type Names

desks in the correct format, it is time click your cursor into a text box at th "First Name" and write the student's h the second line for the last name to keep

First Name Last Name

End of the Day
Note Forms

School & Staff Info

Address:
Type Here

Phone Number:
Type Here

Seating Chart

First Name Last Name	First Name Last Name	First Name Last Name
First Name Last Name	First Name Last Name	First Name Last Name
First Name Last Name	First Name Last Name	First Name Last Name
First Name Last Name	First Name Last Name	First Name Last Name
First Name Last Name	First Name Last Name	First Name Last Name

School Schedules	Class & School Info	Classroom Management
Other Information	End Of Day Forms	Emergency Sub Plans
	Type Here	Type Here
Type Here	Type Here	Type Here

Your Name Here's SUBSTITUTE BINDER

Print Version

Multiple Fun, Stylish, and Editable Professional Cover Options

Your Name Here's Substitute Binder

Your Name Here's Substitute Binder

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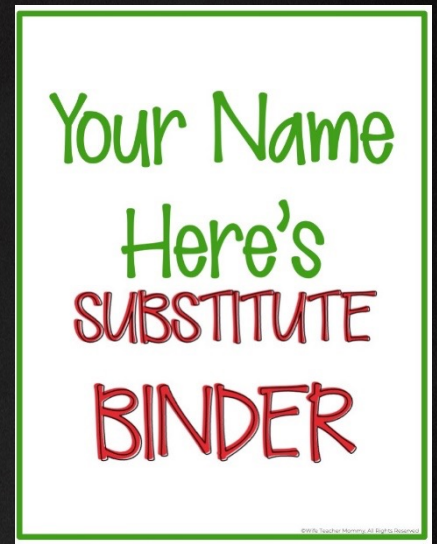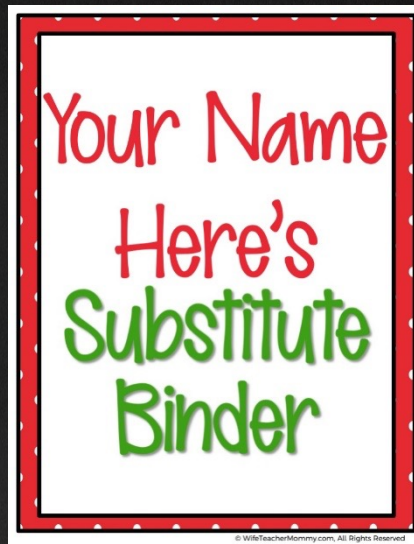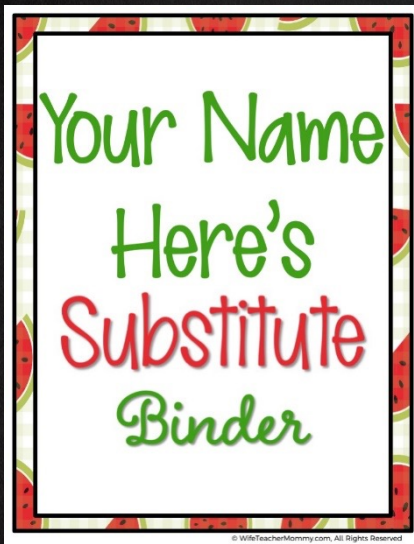
We have included multiple cover options to fit your style and professional needs. You can personalize your sub binder by choosing the cover that best suits you and add your name!

Divider Sections and Tabs to Keep Everything Organized and Easily Accessible

Important School Schedule

End of the Day Note Forms

Anything You May Need!

School Schedules

Other Information

Type Here

Type Here

Class & School Info

End Of Day Forms

Type Here

Type Here

Classroom Management

Emergency Sub Plans

Type Here

Type Here

Classroom Procedures

Type Here

Type Here

Type Here

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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 Information Pages to Keep Important Information Handy

Class List

Type Student Names	Type Student Names

Class List, Cont.

Type Student Names	Type Student Names

Class List

- Type Student Names
- Hit enter for each new name!

- Type Student Names
- Hit enter for each new name!

School & Staff Info

Address:
Type Here

Phone Number:
Type Here

Principal:
Type Here

Secretary:
Type Here

Nurse:
Type Here

Buddy Teachers and Room Numbers:
Type Here

Other Staff You'll Want to Know:
Type Here

Classroom Info

Number of Students:
Type Here

Student Helpers:
Type Here

First Aid Kit Located:
Type Here

Where To Find Supplies:
Type Here

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
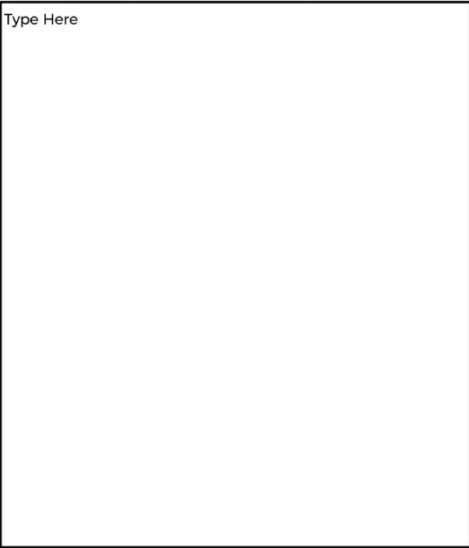
Arrival Procedures
Type Here

Attendance Procedures
Type Here

Lunch Procedures
Type Here

Class Rules
Type Here

Attention Prompts
Type Here

Dismissa...
Type Here

...or

...bly Procedures

Behavior Management
Type Here

Transition Procedures
Type Here

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 edit them as needed.

Differentiation and Lesson Adjustment Pages to Make Differentiation Easy
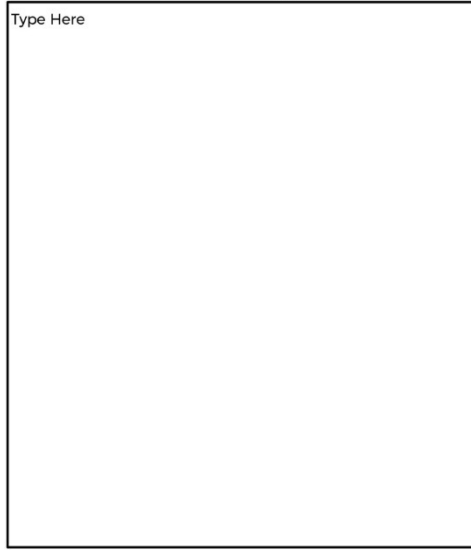
Differentiation

Type Here

Lesson Plan Adjustments

Type Here

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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 Directions

Seating charts are VERY helpful for substitute teachers because they are the best way to identify students when they are taking notes on behavior, etc. Creating your seating chart on the computer will make it easier for you to make changes in the future as you go. It will also match the rest of your sub binder! ☺ You can edit your seat[...] you choose to do vertical[...] orientation, you'll find tha[...] included a couple blank[...] would rather hand-draw[...] chart but still want the b[...]

*Before you begin design[...] ALL of the included inst[...] chances of something go[...] frustration!

Step #1: Choos[...]

- Decide whether a ve[...] suits your classroom[...] layout of your classro[...] arranged.
- If you have a longer [...] vertical. The vertical [...] this document. If you [...] horizontal. You will f[...] slides in the "Separat[...] file.

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 [...] is the "move" icon. W[...] can click and drag th[...] rever they need to go[...]

- lick on the text box a[...] s the top middle of t[...] circle icon with a rot[...] t and drag the icon l[...] desk (text box).

5: Type N[...]

desks in the correct f[...] click your cursor into[...] e "First Name" and wr[...] h the second line for[...] **to keep the formatti[...]**

e text boxes are form[...] e text. This is to give y[...] also so they are in a [...] **to remove that spac[...] te" and it should go[...]**

e seating chart is co[...] **color-code your sea[...]** ding the instruction[...]
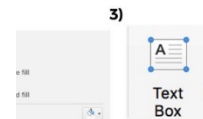
Step #6: Seating Chart Color Coding

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!

[...]t necessary for your seating [...] you would like. It can be helpful [...]ially for substitute teachers. You

[...] like to add color to. Scroll

[...]en select your color. You can [...]here or click on "more colors" to [...]ust repeat for the rest of the

[...]**lor coding if you'd like**. Just hit [...] box. You can choose the KG [...] of the page. **Drag the text [...]page**. You can make the text [...]n!

3)

	Text Box	

Seating Chart

First Name Last Name	First Name Last Name	First Name Last Name	First Name Last Name	First Name Last Name
First Name Last Name	First Name Last Name	First Name Last Name	First Name Last Name	First Name Last Name
First Name Last Name	First Name Last Name	First Name Last Name	First Name Last Name	First Name Last Name
First Name Last Name	First Name Last Name	First Name Last Name	First Name Last Name	First Name Last Name
First Name Last Name	First Name Last Name	First Name Last Name	First Name Last Name	First Name Last Name
First Name Last Name	First Name Last Name	First Name Last Name	First Name Last Name	First Name Last Name
First Name Last Name	First Name Last Name	First Name Last Name	First Name Last Name	First Name Last Name

Seating Chart

First Name Last Name	First Name Last Name	First Name Last Name		First Name Last Name	First Name Last Name
First Name Last Name	First Name Last Name	First Name Last Name		First Name Last Name	First Name Last Name
First Name Last Name	First Name Last Name	First Name Last Name		First Name Last Name	First Name Last Name
First Name Last Name	First Name Last Name	First Name Last Name		First Name Last Name	First Name Last Name
First Name Last Name	First Name Last Name	First Name Last Name		First Name Last Name	First Name Last Name
First Name Last Name	First Name Last Name	First Name Last Name		First Name Last Name	First Name Last Name

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 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

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.

I HAD A GREAT DAY!

This punch card belongs to:

_____

I HAD A GREAT DAY!

This punch card belongs to:

_____

I HAD A GREAT DAY!

This punch card belongs to:

_____

I HAD A GREAT DAY!

This punch card belongs to:

_____

I HAD A GREAT DAY!

This punch card belongs to:

_____

I HAD A GREAT DAY!

This punch card belongs to:

_____

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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.