

Substitute Teacher Classroom Checklist

General Information

- Date: _____
- Teacher's Name: _____
- Grade/Subject: _____

Before Class

- Locate lesson plans and materials
- Take attendance
- Understand emergency procedures

During Class

- Follow lesson plans and schedule
- Maintain classroom management
- Note any behavior issues
- Monitor student participation

After Class

- Return materials to proper place
- Leave a brief summary for the teacher
- Ensure classroom is orderly
- Report any incidents

Notes / Feedback for Teacher:

Substitute Name: _____