SUBSTITUTE INFORMATION

Daily Schedule

School Begins _____

AM Break _____

Lunch _____

School Resumes _____

PM Break _____

Dismissal _____

Get Help From

Students _____

_____

_____

Teacher(s) _____

_____

Secretary _____

_____

Administrator(s) _____

_____

Nurse _____

_____

Custodian(s) _____

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Notes

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Routine Procedures

Attendance _____

_____

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_____

Discipline _____

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_____

Dismissal _____

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_____

Audio-Visual Equipment _____

_____

_____

REVIEW ONLY

_____

Special Procedures

Fire Drill _____

_____

_____

Emergency _____

_____

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School Datebooks

DO NOT SUBMIT FOR PRINT

Health/Medical Information

Students with Special Needs _____

_____

_____

First Aid _____

_____

Nurse's Schedule _____

Other Information

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