**OBERLIN CITY SCHOOLS**
**OBERLIN, OHIO**

## SUBSTITUTE TEACHER PLANS

To be completed by the teacher for the substitute teacher.

| Teacher's Name | Subject/Room | Date Substitute Needed |
|---|---|---|
| | | |

### *WHERE TO FIND*

Lesson Plans: _____ Attendance/Other Forms: _____

Class List/Seating Chart: _____ General Supplies: _____

Rules/Procedures: _____ Other: _____

_____

**STUDENTS WITH SPECIAL NEEDS:** _____

_____

### *TODAY'S SCHEDULE*

| PERIOD/ SUBJECT | LESSON PLANS | DETAILS ATTACHED | STUDENTS AWARE OF PLAN |
|---|---|---|---|
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### *ADDITIONAL INFORMATION*

Special Activities: _____ Assigned Duties: _____

_____

Helpful Colleagues (Name/Location): _____ Leave Completed Materials/Reports (location): _____

_____

Teacher's Signature: _____

Revised 06/01