



FREE PRINTABLE RESOURCE

Substitute Binder & Classroom Management

Print-and-Fill Forms for Elementary Teachers (K-5)

What's inside

Everything a substitute needs to run your classroom without calling you - welcome letter, schedules, roster, seating chart, procedures, behavior plan, emergency information, helpful people, and three emergency no-prep lessons. Plus a classroom management set you will use all year: behavior trackers, parent contact log, jobs chart, sign-out sheet, homework tracker, reward coupons, and a birthday chart.

Fill in once. Complete the forms at the start of the year, keep the binder ready, and you are covered for every unexpected absence.

Format: 29 printable pages | Print & digital | Reuse every year

SECTION ONE

Substitute Binder

Fill these in once, then you are ready for any absence.

Welcome, Substitute Teacher

Thank you for being here today. This binder has everything you need.

Dear Substitute,

Welcome to our classroom. My name is _____ and I teach _____ grade in room _____. I am sorry to miss the day, and I am grateful you are here with my students.

Everything you need is in this binder, in order: our daily schedule, the class roster, classroom procedures, behavior expectations, emergency information, and back-up lesson plans in case you finish early.

My students know the routines well. If you are unsure about anything, ask the teacher next door or a student helper listed on the Helpful People page.

Please use the End-of-Day Report at the back to let me know how things went, including anything I should follow up on. Notes about students who were especially helpful are always appreciated.

Thank you again for taking care of my class.

Sincerely, _____

Teacher & Class Information

Fill this in once at the start of the year, then reuse it all year.

TEACHER NAME

GRADE LEVEL

ROOM NUMBER

SCHOOL NAME

SCHOOL PHONE

OFFICE EXTENSION

PRINCIPAL

ASSISTANT PRINCIPAL

SCHOOL SECRETARY

SCHOOL NURSE

TEAM / GRADE-LEVEL LEAD

THEIR ROOM

START OF SCHOOL DAY

END OF SCHOOL DAY

WHERE TO FIND SUPPLIES

STAFF RESTROOM LOCATION

STAFF LOUNGE LOCATION

Daily Schedule

The order of our day. Times may shift slightly, and that is fine.

[illegible]

Specials & Weekly Schedule

Art, music, PE, library, and any pull-out services.

[illegible]

Class Roster

Check off attendance and jot quick notes during the day.

[illegible]

Seating Chart

Write student names in the boxes. Front of the room is at the top.

FRONT OF ROOM / BOARD

Students to Know

Medical needs, allergies, and support plans. Keep this page private and store the binder in a secure place.

Student	What to know	What to do

Classroom Procedures

How our class runs. Check each one off as you learn it.

- ☐ Arrival: students unpack, turn in homework, and start morning work.
- ☐ Attendance is taken in the first _____ minutes and sent to the office.
- ☐ Lunch count is submitted with attendance.
- ☐ Bathroom: students use the sign-out sheet, one at a time.
- ☐ Water bottles: _____
- ☐ Getting attention: I use _____ and students respond by _____.
- ☐ Voice levels: 0 = silent, 1 = whisper, 2 = table talk, 3 = presenting.
- ☐ Lining up: students line up by _____.
- ☐ Turning in work: papers go in the _____ tray.
- ☐ Finished early: students may _____.
- ☐ Pencil sharpening: _____
- ☐ Technology: devices are used only when directed, then returned to _____.
- ☐ Dismissal: pack up _____ minutes before the bell; check the floor.

Behavior Plan & Expectations

Our class expectations and what to do when they are not met.

OUR CLASS RULES ARE POSTED

POSITIVE REINFORCEMENT WE USE (POINTS, PRAISE, TICKETS)

WHOLE-CLASS REWARD WE ARE WORKING TOWARD

STEP 1 - FIRST REMINDER

STEP 2 - SECOND REMINDER

STEP 3 - BREAK OR BUDDY ROOM

STEP 4 - CONTACT OFFICE / PARENT

BUDDY TEACHER NAME

THEIR ROOM

STUDENTS WHO MAY NEED EXTRA CHECK-INS

NEVER DO THIS IN OUR CLASS (TRIGGERS, SENSITIVITIES)

Arrival & Dismissal

The two busiest moments of the day - the details matter.

MORNING ARRIVAL ROUTINE

LATE ARRIVAL PROCEDURE

BUS RIDERS - NAMES AND BUS NUMBERS

CAR RIDERS

WALKERS

AFTER-SCHOOL PROGRAM STUDENTS

EARLY PICKUP PROCEDURE

WHO MAY NOT PICK UP A STUDENT (CHECK OFFICE LIST)

END-OF-DAY CLEAN-UP ROUTINE

Emergency Procedures

Review this page before the day begins. Take the roster with you during any evacuation.

FIRE DRILL - OUR EXIT ROUTE

FIRE DRILL - WHERE WE LINE UP OUTSIDE

LOCKDOWN PROCEDURE

SEVERE WEATHER LOCATION

MEDICAL EMERGENCY - WHO TO CALL

NEAREST PHONE / INTERCOM

FIRST AID KIT LOCATION

EMERGENCY FOLDER LOCATION

STUDENTS WITH EMERGENCY MEDICAL PLANS

Helpful People

Ask any of these people if you need something during the day.

Name	Role	Room	How they can help

Technology Access & Backup Plan

Do not write personal passwords on this page. List the approved access method, where a substitute can obtain district credentials, and a no-tech backup plan.

STUDENT DEVICES - APPROVED ACCESS METHOD / WHO PROVIDES CREDENTIALS

PROJECTOR OR BOARD - HOW TO TURN ON

ATTENDANCE SYSTEM - APPROVED ACCESS METHOD

DOCUMENT CAMERA

STUDENT DEVICE CART LOCATION

TECH HELP - WHO TO ASK

IF TECHNOLOGY FAILS, DO THIS INSTEAD

Emergency No-Prep Lesson: Read Aloud & Respond

Use this if plans run short. Choose any picture book or chapter from the class read-aloud. Read for 10-15 minutes, then have students complete the response below on their own paper.

- 1. Write three things that happened in the part we read, in order.
- 2. Describe one character. What did they say or do that shows this?
- 3. What do you predict happens next? Give one reason from the text.
- 4. Draw your favorite moment and write one sentence about it.

Emergency No-Prep Lesson: Math Review Round

Works for any grade. Write problems on the board at the class's level, or use the class math book. Students solve on whiteboards or paper.

- 1. Warm-up: 5 review problems on the board. Students solve and show work.
- 2. Partner check: students compare answers and explain their thinking.
- 3. Challenge round: one harder problem, students work in pairs.
- 4. Exit ticket: each student writes one problem they can now solve, and one they still find tricky.

Emergency No-Prep Lesson: Writing Prompt

Students write for 15-20 minutes, then share with a partner. Post one prompt on the board.

- If you could add one new room to our school, what would it be and why?
- Describe the best day you have had this year, using all five senses.
- Write a letter to next year's class explaining how to succeed in this grade.
- Invent a new class job. What is it, and why does our class need it?

Substitute End-of-Day Report

Please complete this before you leave. It helps me pick up where you left off.

SUBSTITUTE NAME

DATE

WHAT WE COMPLETED TODAY

WHAT WE DID NOT GET TO

STUDENTS WHO WERE ESPECIALLY HELPFUL

STUDENTS WHO NEEDED EXTRA SUPPORT

ANYTHING I SHOULD FOLLOW UP ON

MESSAGES FROM THE OFFICE OR PARENTS

WHERE YOU LEFT STUDENT WORK

Notes for the Teacher

Anything else you would like me to know about the day.

SECTION TWO

Classroom Management

Trackers, logs, and charts you will reuse all year.

Our Classroom Rules

Print, fill in your rules, and post where everyone can see.

1.

2.

3.

4.

5.

Record brief, observable notes about participation, routines, and supports used. Avoid labels or public behavior rankings.

[illegible]

Individual Student Check-In Chart

For a student who benefits from more frequent support. Record the goal, strategy/support used, and a brief objective note.

Time / Subject	Check-in / goal	Support used	Teacher note

Family Communication Log

Keep a brief, factual record of school-to-home communication.

Date	Student	Contact method	Reason & outcome

Classroom Jobs Chart

Assign a job to every student and rotate weekly.

[illegible]

Sign-Out Sheet

Restroom, nurse, office, and hallway passes.

[illegible]

Homework Tracker

Track who turned in what, at a glance.

[illegible]

Reward Coupons

Print, cut apart, and hand out. Reuse all year.

REWARD COUPON Sit anywhere for the day Name: _____	REWARD COUPON Choose the class brain break Name: _____	REWARD COUPON Line leader for a day Name: _____
REWARD COUPON Homework pass (one assignment) Name: _____	REWARD COUPON Teacher's helper for the day Name: _____	REWARD COUPON Bring a stuffed friend to class Name: _____
REWARD COUPON Show and tell for 2 minutes Name: _____	REWARD COUPON Pick the read-aloud book Name: _____	REWARD COUPON Extra 5 minutes of free choice Name: _____

Class Birthday Chart

Write student names under their birthday month.

JANUARY	FEBRUARY	MARCH
APRIL	MAY	JUNE
JULY	AUGUST	SEPTEMBER
OCTOBER	NOVEMBER	DECEMBER