

MY NAME

IF YOU NEED TO CONTACT ME

IF YOU NEED ASSISTANCE

substitute

CLASS REVIEW

Starting
Procedures

Class
Management
Process

Class
Rules

Today's
Schedule

Hall Pass/
Bathroom and
Drink Procedures

Use of
Supplies

Cleanup and
Closing
Procedures

Special
Information

CLASS

substitute LESSON PLAN

TIME

IMPORTANT NOTES

Materials

Warm Up/Welcome

Focal Lesson

Cleanup/Closing

Thank you for working so hard with my students today. I would appreciate it if you could take a moment and provide me with feedback on how the day went so that I can follow up with any issues or provide praise for my students when I return. Thank you!

substitute

SHARE YOUR FEEDBACK

TODAY'S DATE
[]

YOUR NAME
[]

CLASSES
[]

OVERALL BEHAVIOR

<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	COMMENTS: []
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OVERALL ON-TASK TIME

Were students following directions and working on the assignment/project?

<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	COMMENTS: []
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ABSENCES/LATE ARRIVALS

ABSENCES: []	LATES: []
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PRAISES/CONCERNS

THINGS I SHOULD KNOW ABOUT: []	STUDENTS I SHOULD FOLLOW UP WITH: []	PRAISES: []
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IMPORTANT INFORMATION

WERE THERE ANY ANNOUNCEMENTS/MESSAGES THAT I MISSED WHILE I WAS AWAY?

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COMMENTS

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