

# Substitute Lesson Plan Template

## JUST IN CASE-THINGS TO FIND OUT

- Period & Bell Times:** Don't forget lunch times & transition times for students.
- Subject & Level:** Indicate subject area and level.
- Important Information:** *What do you need to know in order to have a successful day? (Is there an assembly today? Is anything off limits? What about passes? Where can you find information about emergencies? Any students with allergies or medical conditions?)*
- If You Need Help:** *If you have a question, which nearby teachers can (and will) help? Include names, room numbers, and phone numbers.*
- Reliable Students:** *Which students can be trusted to give correct information if you need help?*
- Instructions for Completed Work:** *What do you need to do with the work students finish during the period?*
- Lesson Objective(s):** *What is most important for students to learn/accomplish today?*
- Activity Instructions:** *What needs to be done and how? Be sure to include detailed information about each activity:*
- \* What are students supposed to do and where are materials located? (Include page numbers, instructions for forming groups, step-by-step instructions for playing games, taking tests, etc.)
  - \* Are there any tricky parts that you need to warn students about?
  - \* When is the assignment due and what are you to do with the work of students who finish before the period ends?
  - \* About how much time should you allot for this activity?
  - \* What alternatives do you suggest in case the students can't do this activity for some reason?
- Disruptive Students:** *What should I do about severe disruptors?*