

# Sub Prep Checklist: Set Your Class Up for Success



Squirrely Creations Resources

# **Sub Prep Checklist: Set Your Class Up for Success**

## **Before You Go**

- ☐ Tell your students when you'll be out and who's coming in (if known)
- ☐ Review behavior expectations for when a sub is in charge
- ☐ Preview the day's assignments with your class
- ☐ Assign classroom helpers for routines like attendance, passing out papers, and tech support
- ☐ Prep materials (copies, books, manipulatives) and place them in a clearly labeled spot
- ☐ Leave a cheerful note for your sub with a quick thank-you and any special instructions

## **What to Leave for Your Sub**

- ☐ Daily schedule (include specials, lunch, dismissal routines)
- ☐ Class list with notes on seating, allergies, and helpful students
- ☐ Lesson plans with clear instructions and backup activities
- ☐ Behavior management tips (your system, rewards, consequences)
- ☐ Emergency procedures (fire drill, lockdown, nurse info)
- ☐ Tech login info (if needed) and how to get help
- ☐ Contact info for a nearby teacher or office staff

## **Bonus Touches**

- ☐ Student helper badges or lanyards
- ☐ Sub survival kit (pens, sticky notes, chocolate, hand sanitizer)
- ☐ Quick reference sheet for classroom routines (how we line up, transition, etc.)
- ☐ Encouragement cards for students to earn or give to each other

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