



Teacher Name:	Date:
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KEY:	√ = SATISFACTORY	= NOT SATISFACTORY
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The first eight (8) pages must be in the order indicated below:

Pg. 1	A completed Medical Alert Form for <u>each</u> child in your classroom who has a “life-threatening medical condition.” (If none exists write NONE across the blank form and insert.
Pg. 2	Emergency Bag in site. Items in bag are intact. A note to sub indicating the location of the Emergency Bag.
Pg. 3	Building Exit Map - In each classroom, posted by the classroom door are instructions in case of fire or tornado. This floor plan indicates the exits in your area. Use the appropriately numbered exit as per the posted cards for fire drills, tornado drills, and other emergency evacuations. Emergency Management Plan instructions.
Pg. 4	Up-to-date class/teaching schedule.
Pg. 5	Up-to-date class roster.
Pg. 6	Up-to-date seating chart.
Pg. 7	A thorough explanation of the “daily routine” and including detailed information on taking attendance using PowerSchool and taking lunch counts procedures, bus call procedures, etc.
Pg. 8	Special Considerations List & all updates -This is pertinent medical information about students in your class, which is provided, <u>and updated</u> , by the school nurse.

The following items should also be maintained in the Substitute Folder organized at the teacher's discretion.

9.	A list indicating, which children leave the room for special services and when these times occur.
10.	The name of another teacher and students that the substitute can go to for assistance.
11.	A note indicating that the current year's <i>Parent-Student Handbook</i> is found online – www.millburn24.net → Parents/Community → Parent-Student Handbook
12.	A note to check with a colleague to view a calendar of the daily events.
13.	A note indicating that the Student Emergency Closing Forms are located in the Red Emergency Bag.
14.	Additionally, it would be helpful if, after class pictures are available, you made a photocopy of the class composite, enter students' names on it, and place it in the sub folder.
15.	A note to sub about how to use a classroom computer. Log in is student, student.

DO NOT WRITE BELOW THIS LINE – FOR ADMINISTRATIVE USE ONLY

Item(s) Missing	Item(s) Need Updating	Items #1-8 Not in Requested Order
Substitute Folder is Satisfactory		
Substitute Folder is Unsatisfactory and will be reevaluated as part of your formal evaluation.		
Reviewed by:		