

Teacher

School

Grade

Year



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How to Use the Lesson Planner



Substitute Teacher Information (pages 4–5)

Document all pertinent information on these pages. If you have a copy of the layout of your school, attach it to page 5. Otherwise, you may want to sketch a diagram of the school building and grounds. Be sure to show important locations, such as the office, restrooms, faculty lounge, cafeteria, auditorium, and playground. Photocopy these pages, and give a copy to your school office manager, instructional assistant, or a grade-level team member.



Student Roster (pages 6–7)

Use the roster to record information for each student. Having the roster in your lesson plan book provides you with quick and easy access to important data for both you and a substitute teacher.



Monthly Planning (pages 8–31)

In addition to the daily plan pages in this book, we have provided blank calendar pages for year-long planning. They can be used to note special plans, weekly/monthly meetings and appointments, and for other useful information throughout the year. The first column may be used for notes and to record any birthdays during the month. You may wish to reproduce each month, add important information for the class, and then post the calendar months on a bulletin board or other display. Include special events, positive sayings, inspirational quotes, and friendly reminders on each calendar month.



Daily Lesson Plans (pages 32–111)

Use this section to help you organize your lesson plans each week. There are enough weekly plan pages to cover a 40-week school year. At the top of the left-hand page, fill in the blank to indicate the week dates for which the plans are written. For special programs requiring more in-depth explanations, you may wish to reference a specific folder, notebook, guide, etc., for more information. This information can be very helpful to substitutes teachers.



Super Sticker Stuff!

Personalize your Lesson Planner with the colorful and functional stickers provided. This is a great way to highlight your everyday routines and help you keep track of special events and reminders in your busy schedule. The stickers are designed to fit the daily column of your weekly lesson pages, but you can also be creative in your placements. After all... this is your planner!





Student Roster

Student	Parent/Guardian	Address
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2.		
3.		
4.		
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36.		

[illegible]



JULY

TUESDAY

[illegible]

BIRTHDAYS





Week of _____

[illegible]