Substitute Teacher Emergency Binder & Seating Chart Pack

VOL. 1 • BOTANICAL JADE



Seating chart

Maya	Eli	Chloe	Liam	Theo	Sam
Leo	Nora	Jack	Ella	Finn	Lily
Aria	Ruby	Kai	Mia	Ava	Zara

Daily schedule

Emergency procedures

Helpful students

Notes

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Objectives

Differentiation

Materials

Groups

- [ ] Slides ready
- [ ] Copies made
- [ ] Mark quizzes
- [ ] Staff meeting
- [ ] Prep groups
- [ ] Parent email
- [ ] Book library
- [ ] Reading log
- [ ] Update tracker
- [ ] Display work