# Substitute Teacher Emergency Binder & Seating Chart Pack

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## Seating chart

| | | | | | |
|---|---|---|---|---|---|
| Max | Oscar | Liam | Isla | Sam | Ella |
| Finn | Theo | Ivy | Kai | Maya | Nora |
| Zara | Mia | Noah | Jack | Ava | Hugo |

### Daily schedule

### Emergency procedures

### Helpful students

### Notes

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## Objectives

## Assessment

## Materials

## Check-in

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