Substitute Teacher Emergency Binder & Seating Chart Pack

VOL. 5 • EMERALD & PEONY

SEATING CHART

Max	Theo	Sam	Eli	Ruby	Finn
Aria	Isla	Nora	Liam	Ella	Hugo
Chloe	Leo	Mia	Lily	Ivy	Zara

Daily schedule

Emergency procedures

Helpful students

Notes



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Assessment

Objectives

Check-in

Groups

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