Substitute Teacher Emergency Binder & Seating Chart Pack

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Seating chart

Max	Zara	Oscar	Isla	Jack	Chloe
Sam	Theo	Leo	Eli	Aria	Kai
Ruby	Finn	Liam	Hugo	Mia	Ella

Daily schedule

Emergency procedures

Helpful students

Notes

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Assessment

Groups

Objectives

Materials

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