Outline of required information to be completed by administrators

A. Bell Schedule

B. Contact Information

<table>
<thead>
<tr>
<th>Key Contacts</th>
<th>Name</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head Custodian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. Dialing Outside Telephone Numbers
   • Provide code
   • Provide other necessary information, if any

D. Map(s) of School

E. Substitute Teacher Logins and Passwords for School Technology (if applicable to school)

F. Attendance Logins (if applicable to school)

G. Printers/Photocopiers (if applicable to the entire school)
   • Provide locations
   • Provide applicable codes

H. Emergency—Lockdown
   • Provide codes
   • Provide procedures
   • Muster point(s)

I. Medical Alerts—Schoolwide
   • Provide location of information

J. School Discipline Policy and Procedures
   • Provide key points of policy and procedures
   • Dress code

K. Supervision
   • Provide schedule (optional)
   • Provide key points of policy and procedures

L. Key Procedures
   • Pick up and drop off (if applicable)
   • Washroom key

M. Instructions for End of Day

REMEMBER
When you prepare notes for someone else, clarity and precision are important.
Outline of required information to be completed by teachers

A. TIMETABLES (include bell times, period changes, dismissal time, aide time)
   • Teacher/students

B. ROOM LOCATION(S)
   • Provide room numbers/name
   • Provide times

C. PRINTERS/PHOTOCOPIERS (if applicable)
   • Provide locations
   • Provide applicable school codes

D. SUPERVISION
   • Provide your schedule

E. LESSON PLANS

F. CLASS LISTS
   • Provide extra copies

G. SEATING PLANS

H. NAME OF (if applicable)
   • Teaching assistant
   • Volunteers expected
   • Team member(s)
   • Job share partner
   • Practicum student
   • Classroom helpers

I. STUDENTS REQUIRING SPECIAL CONSIDERATIONS
   • Medical Alerts
      Student
      Fragility
      Contact name and number
      Backup contact name and number

   • Special Discipline
      Student
      Fragility
      Contact name and number
      Backup contact name and number

   • Coded Students, IPPs and EPPs
      Student
      Fragility
      Contact name and number
      Backup contact name and number

   • Other
      Student
      Fragility
      Contact name and number
      Backup contact name and number

J. ROUTINES
1. Opening the day
2. Attendance (codes/logins, if applicable)
3. Announcements
4. Agendas/journals/link books
5. Classroom incentive program
6. Privileges (things to consider)
   • Technology use
   • Bathroom breaks
   • Lockers
   • Pencil sharpening
   • Gum chewing
   • Hat policy
   • Beverages/snacks
   • Study hall/lunchroom
   • Dress code
   • Other

K. FEEDBACK TO CLASSROOM TEACHER

L. SUBSTITUTE TEACHER CONTACT INFORMATION
The Alberta Teachers’ Association’s Substitute Teachers Committee developed this folder to assist administrators and teachers in ensuring that substitute teachers receive the critical information they need to successfully complete their assignments. It is recognized that additional information may be required.