

**Below please find templates for procedure, lesson plans and seating charts for the replacement teacher. Another idea that has been implemented by some teachers is to leave a cover letter with the templates. The cover letter could include your class procedures, building procedures (such as fire drills, specials, etc.), where to find materials, information regarding behavior of the class or specified individuals, and anything else you deem important information to share with the RT. Please feel free to modify any of this to suit your needs but I think it covers everything you would need to leave for the replacement teacher in order to ensure her success.**

**Teacher's name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Replacement time:** \_\_\_\_\_

**Subject area:** \_\_\_\_\_

**Method of attendance** - provide a method (roster, etc.) and instructions for taking attendance. You can include instructions for any student who is late to class.

**Seating chart** - please see below (there is a template for a seating chart that would have to be modified to reflect your classroom configuration).

**Special instructions regarding this class** - be sure to write down anything the RT would need to know about the class or an individual students in the class.

**Lesson Plan** – This should have detailed instructions. Please be sure to leave the RT whatever materials, resources that will be needed to execute the lesson and where to find them. Also be sure to add any instructions that are special to this particular lesson.

Seating chart for Class /Period - \_\_\_\_\_

**Back of room**
