

Checklist for the Agriculture Teacher

Ensure that all the following activities are completed to insure a successful experience for your substitute and your students:

- ☐ Completed information page is printed and left.  
- ☐ Print off completed seating chart page, if utilizing this in your classroom, attach it to the letter and the information page
- ☐ Attendance sheets (one per day, per class) is left behind information page and seating charts (suggestion: print each day's attendance sheets in different colors, if gone for multiple days and reference the day by color in the information page)  
- ☐ Select lesson plans for each class for each day
- ☐ Print off hard copies of lesson plans (if gone for multiple days, color code them just as you did for the attendance sheets)
- ☐ Collect materials, make copies of handouts and leave in an obvious place for your substitute.
- ☐ Double check with administrative assistants in the front office (where the substitute will check in). Ask that they unlock the doors for the substitute and leave instructions as to where the substitute teacher can find the substitute plans.
- ☐ Check with office administration, inform them that attendance will be taken by hand, and delivered to the office. Ask if they would return the attendance sheets to your mailbox after they are done with them.
- ☐ Inform a local teacher nearby that you will be gone, and ask them to periodically "check" on the substitute teacher and provide assistance if necessary.
- ☐ Review with students and classes the plans while you will be away. Inform them that they will be assigned a daily grade based upon their work, effort and attitude during the class. Review the rubric for the daily grade (found on the Information Page) for students.
- ☐ Enjoy leaving your classroom in good hands!