

# Information for Sub-folder

Please call for a sub when you are going to be absent, your position is important!  
Also use District and Building protocol in calling in an absence.

Have an extensive sub folder prepared ASAP in case a sub is needed

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Substitute Employee Management System 285-8575

## **Include information:**

- Name of directing teacher-with room # and telephone # for Para's that move from room to room. Other important #'s as appropriate.
- Your daily schedule Class time, name of classes, teachers name, room number, names of student or students you are working with.
- Building map with important rooms highlighted
- Names (first names, last initials) of students you work with. Include any behavior programs, basic info, grade level etc.
- Helpful hints when working with certain students.
- If the student is on medication or has any medical issues.
- Include a health plan if one is on file
- List needs (Physical or others) of your students.
- Note if student needs to be supervised at all times.
- Emergency Procedures.
- Add paper, pen or pencils for notes.
- Confidentially should be listed on your folder.
- Accommodations form