

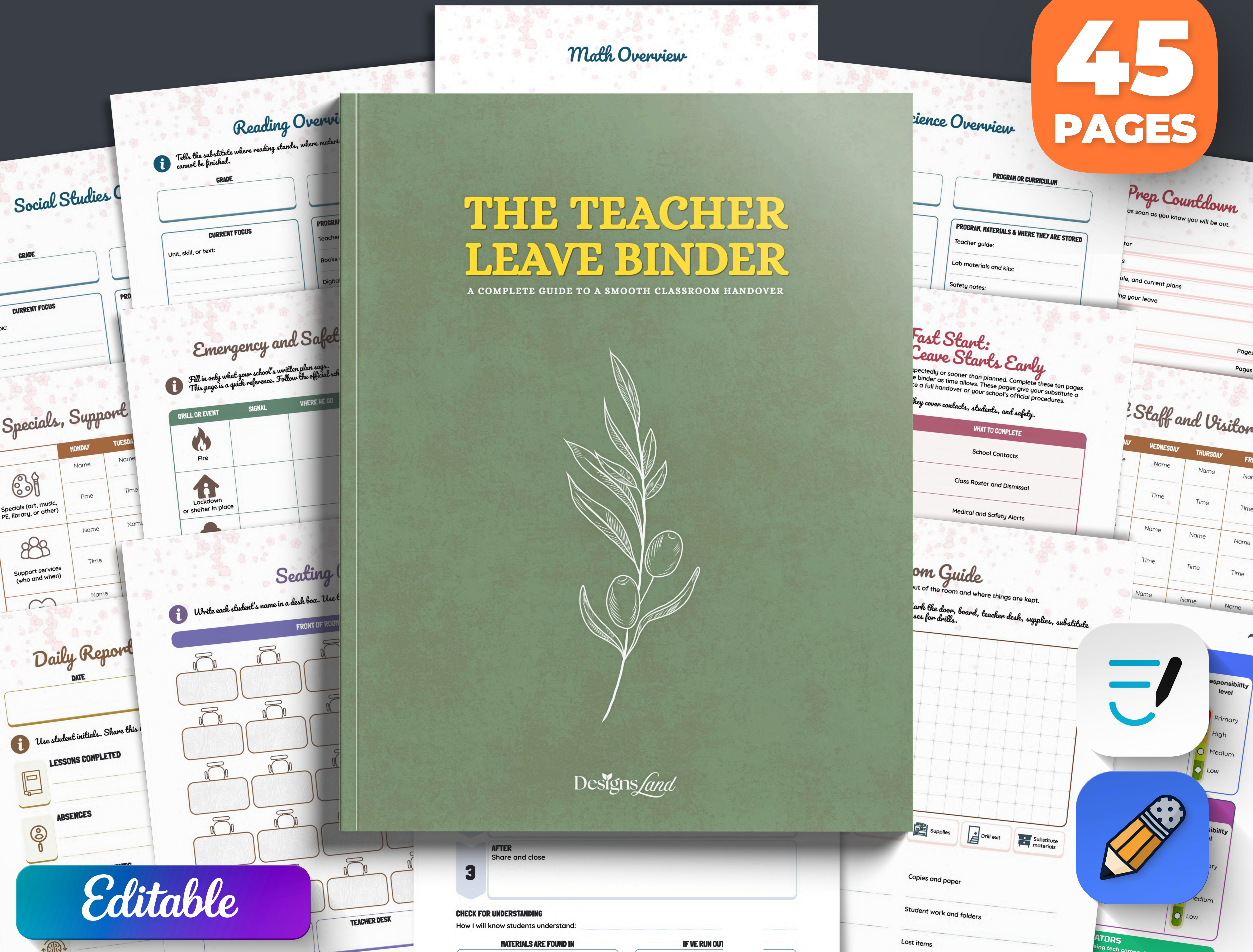
SUB BINDER SYSTEM

SMOOTH HANDOVER

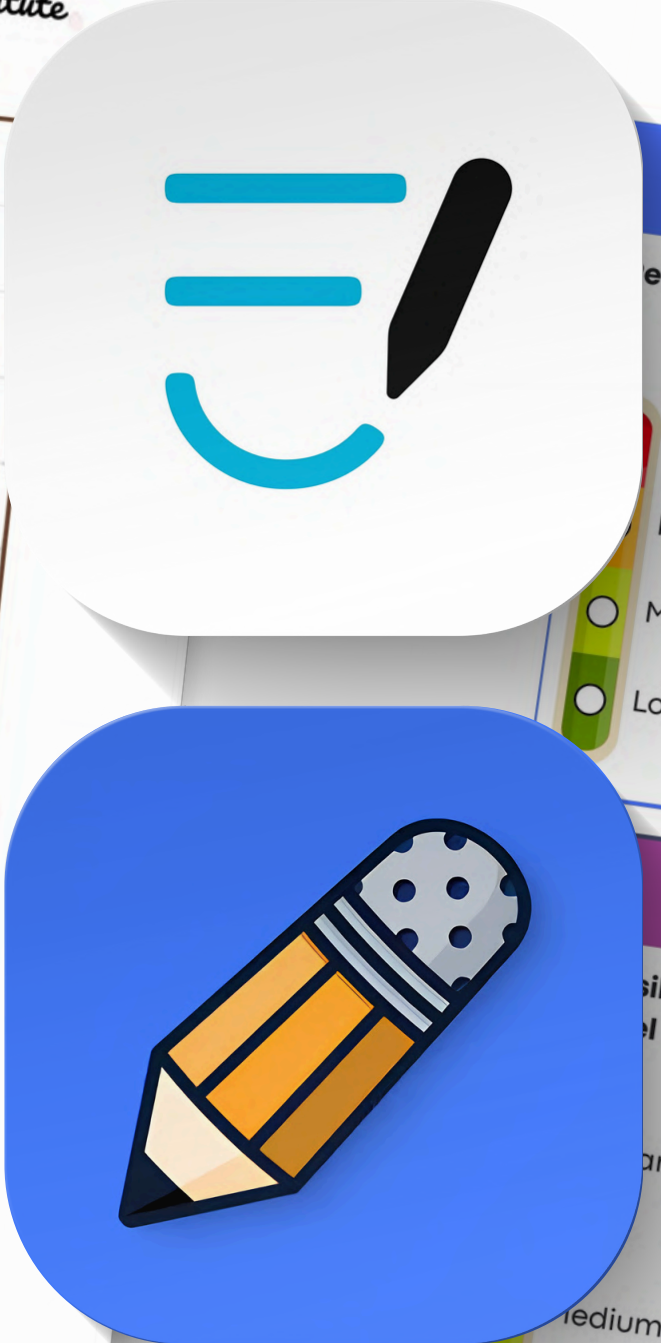
MATERNITY LEAVE BINDER

SHORT TERM • LONG TERM • MATERNITY • EXTENDED | PRINT & DIGITAL

45
PAGES



Editable

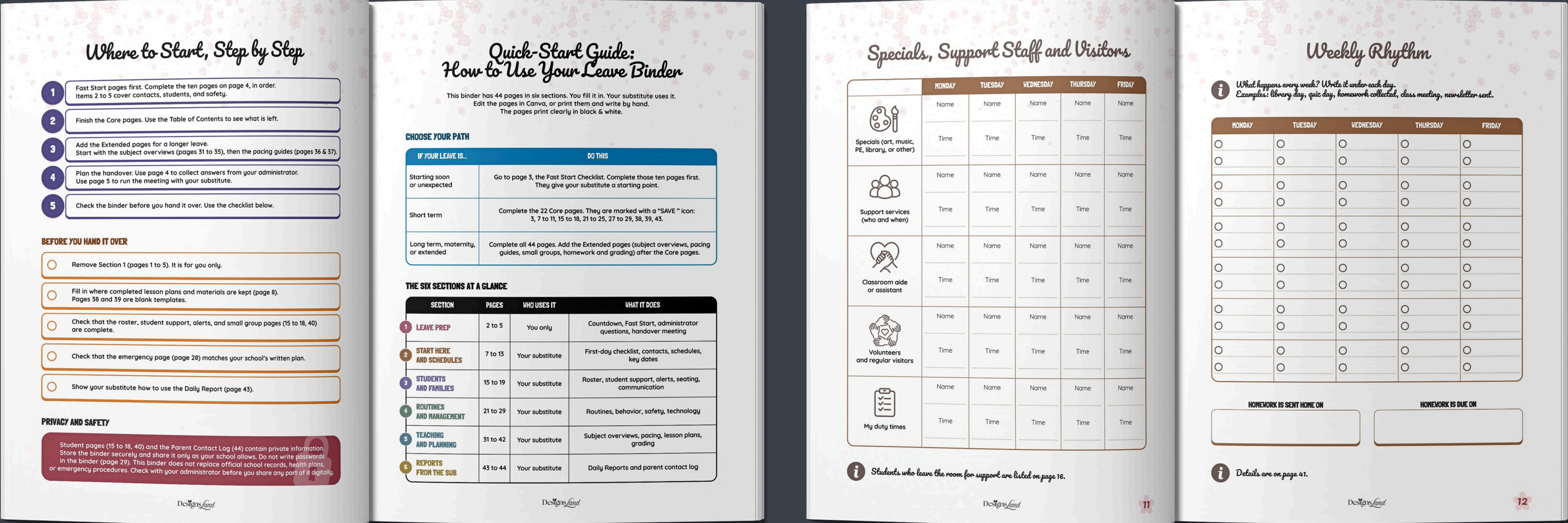
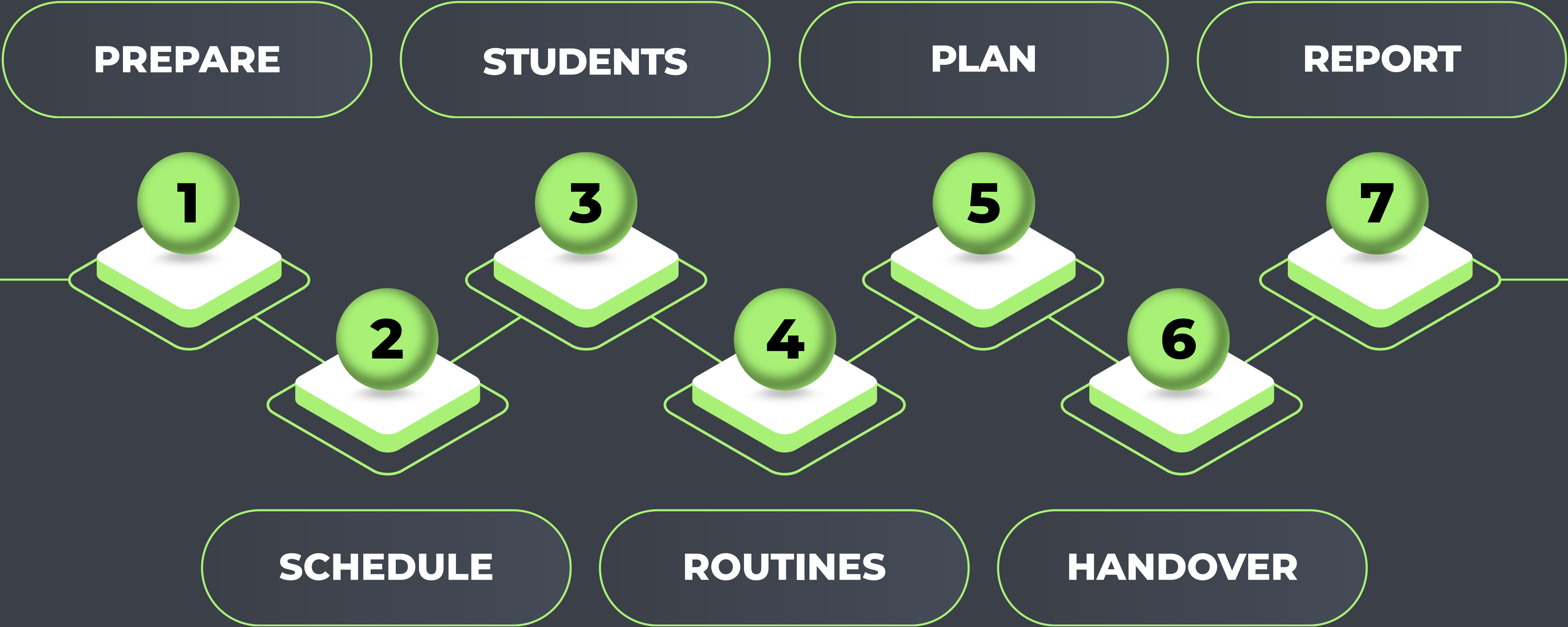




HOW IT WORKS?



THE COMPLETE 7-STEP LEAVE SYSTEM:



A CLEAR PATH FROM PREP TO RETURN.
CORE PAGES FOR SHORT TERM LEAVE. ALL 45 FOR LONG TERM.

WHAT'S INSIDE?



- 1 LEAVE PREP:** countdown, Fast Start, handover agenda
- 2 FIRST-DAY CHECKLIST:** attendance, dismissal, safety, contacts
- 3 SCHEDULES:** daily, weekly, specials, key dates
- 4 STUDENTS:** roster, support needs, alerts, seating
- 5 ROUTINES:** morning, dismissal, behavior, emergency
- 6 PLANNING:** subject overviews, pacing, lesson plans
- 7 REPORTS:** daily report and parent contact log

CLICK THE LOGO TO RETURN
TO THE TABLE OF CONTENTS.

SIMPLE, CLEAR LAYOUTS THAT
ARE EASY TO FOLLOW AND USE.

Leave Prep Countdown
Start at Stage 1 as soon as you know you will be out.

STAGE 1: START NOW

- ☐ Talk with your administrator Page 4
- ☐ Finish the Fast Start pages Page 3
- ☐ Gather your roster, schedule, and current plans
- ☐ Write down key dates during your leave Page 13

STAGE 2: MIDWAY

- ☐ Fill in your routines Pages 22 to 25
- ☐ Complete the subject overviews Pages 31 to 35
- ☐ Fill in the pacing guides Pages 36 to 37
- ☐ Complete student support and alerts with the right school staff Pages 16 to 17
- ☐ List the platforms your substitute will need Page 29

STAGE 3: FINAL WEEK

- ☐ Plan the handover meeting Page 5
- ☐ Label where materials are stored Page 21
- ☐ Update the roster and dismissal list Page 15
- ☐ Write your welcome note (page 8) Page 7

STAGE 4: LEAVE DAY

- ☐ Walk through Read This First with your substitute Page 8
- ☐ Confirm how to send and read Daily Reports Page 43
- ☐ Confirm how your substitute can reach the school contacts Page 9

Pacing Guide: Weeks 1 to 6

Pacing Guide: Weeks 7 to 12

Behavior System

Emergency and Safety Procedures

THE FULL HANDOVER, **IN ONE FILE.**
NO BUILDING A BINDER FROM SCRATCH.



Daily Lesson Plan

SUBJECT	DATE	TIME
OBJECTIVE By the end of the lesson, students will:	MATERIALS	
STEPS 1 BEFORE Introduce the lesson 2 DURING Teach and practice 3 AFTER Share and close		
CHECK FOR UNDERSTANDING How I will know students understand: _____		
MATERIALS ARE FOUND IN	IF WE RUN OUT OF TIME	

Seating Plan

i Write each student's name in a desk box. Use the key for special seating.

FRONT OF ROOM (BOARD)

DOOR

TEACHER DESK

KEY:

TABLE GROUPS OR SPECIAL SEATS

DATE OF LAST SEATING CHANGE

Homework, Independent Work and Grading

1
HOMWORK AND INDEPENDENT WORK

Homework is: ☐ Daily ☐ Weekly ☐ None ☐ Other: _____

What students do: _____

Where it is posted or kept: _____

2
GRADING SCALE

Score	Grade or meaning
to	
to	
to	
to	

3
WHERE GRADES ARE RECORDED

Gradebook or system: _____

Who enters grades: _____

How often: _____

Who to ask: _____

4
ASSESSMENTS AND DATES

ASSESSMENT	DATE	NOTES

Welcome

Dear _____

Thank you for taking care of my class. My students are in grade _____ There are _____ students in our class.

What I most want you to know:

1. _____

2. _____

3. _____

Everything you need is in this binder. Start with the page called Read This First.

Thank you, _____

My Contact Information

Best way to reach me:

☐ Email ☐ School message ☐ Other:

Contact details:

Best times to reach me:

Please contact me about:

Please do not contact me about:

For urgent school matters, contact:

Notes

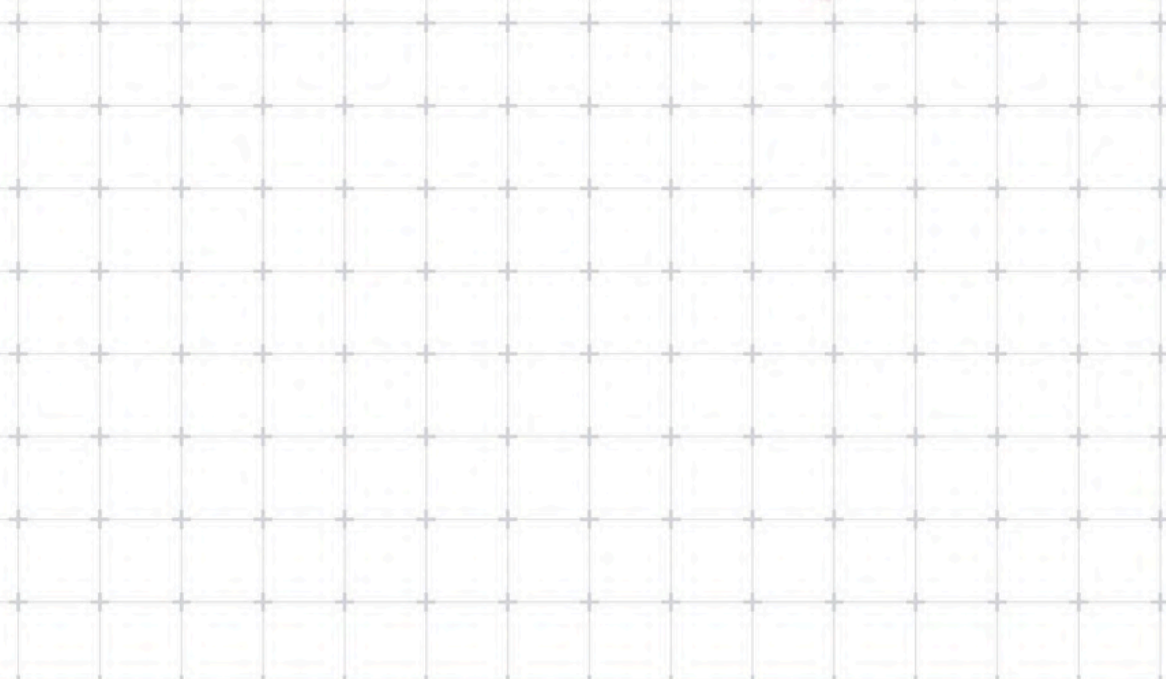
URGENT SAFETY CONCERNS

Do not wait for a reply from me. Follow your school's established procedures and contact the school staff listed on page 9 right away.

Room Guide

Shows the substitute the layout of the room and where things are kept.

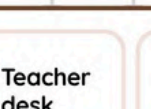
i Draw your room or add a photo. Mark the door, board, teacher desk, supplies, substitute materials, and the exit your school uses for drills.



A large grid area for drawing a room layout.

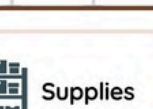

 Door


 Teacher desk


 Board


 Supplies


 Drill exit


 Substitute materials

 Door
  Teacher desk
  Board
  Supplies
  Drill exit
  Substitute materials

WHERE TO FIND:

Substitute materials	Copies and paper
Classroom supplies	Student work and folders
Books and learning materials	Lost items
Teacher supplies	Emergency materials (as your school provides)

Specials, Support Staff and Visitors

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
 Specials (art, music, PE, library, or other)	Name Time	Name Time	Name Time	Name Time	Name Time
 Support services (who and when)	Name Time	Name Time	Name Time	Name Time	Name Time
 Classroom aide or assistant	Name Time	Name Time	Name Time	Name Time	Name Time
 Volunteers and regular visitors	Name Time	Name Time	Name Time	Name Time	Name Time
 My duty times	Name Time	Name Time	Name Time	Name Time	Name Time

 Students who leave the room for support are listed on page 16.



PERFECT FOR



- ✓ **MATERNITY LEAVE:** want a clean handover
- ✓ **EXTENDED LEAVE:** months to cover
- ✓ **PLANNED ABSENCE:** prefer to prepare early
- ✓ **REPLACEMENT TEACHERS:** starting mid-year
- ✓ **MENTOR TEACHERS:** helping a colleague leave

GRADES
K-5

FAST START
INCLUDED

PDF
CANVA
IPAD

Class Roster and Dismissal

CLASS & TEACHER

GOES HOME BY

B

Bus

C

Car

W

Walk

A

after-school program

O

Other

#	STUDENT NAME	GOES HOME BY	PICKUP NOTES
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

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Student Support Overview

Keep private. List only what your substitute needs to support each student. Full details stay in official school records. IEP means Individualized Education Program. A 504 plan lists accommodations for a student with a disability. Use the terms your school uses.

STUDENT	SUPPORT OR ACCOMMODATION (IEP, 504, OR SIMILAR)	WHAT HELPS	WHO TO CONTACT
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

i

Who to contact: a counselor, special education teacher, or other support person (page 9).

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FOR **TEACHERS** AND THEIR **SUBS.**
SHORT TERM, LONG TERM, OR EXTENDED LEAVE.



BUILT FOR ANY LEAVE LENGTH

- ✓ SHORT TERM? COMPLETE THE CORE PAGES
- ✓ LONG TERM? ADD THE EXTENDED PAGES
- ✓ EARLY LEAVE? START WITH FAST START
- ✓ HANDOVER MEETING AGENDA INCLUDED
- ✓ COUNTDOWN SPREADS THE PREP OVER TIME
- ✓ DAILY REPORT FOR THE RETURNING TEACHER
- ✓ QUICK-START GUIDE INCLUDED
- ✓ OPTIONAL LETTER TO FAMILIES



START WITH WHAT MATTERS FIRST.

SHORT TERM OR LONG TERM, SAME SYSTEM.

YOUR CHOICE: **DIGITAL OR PRINT**

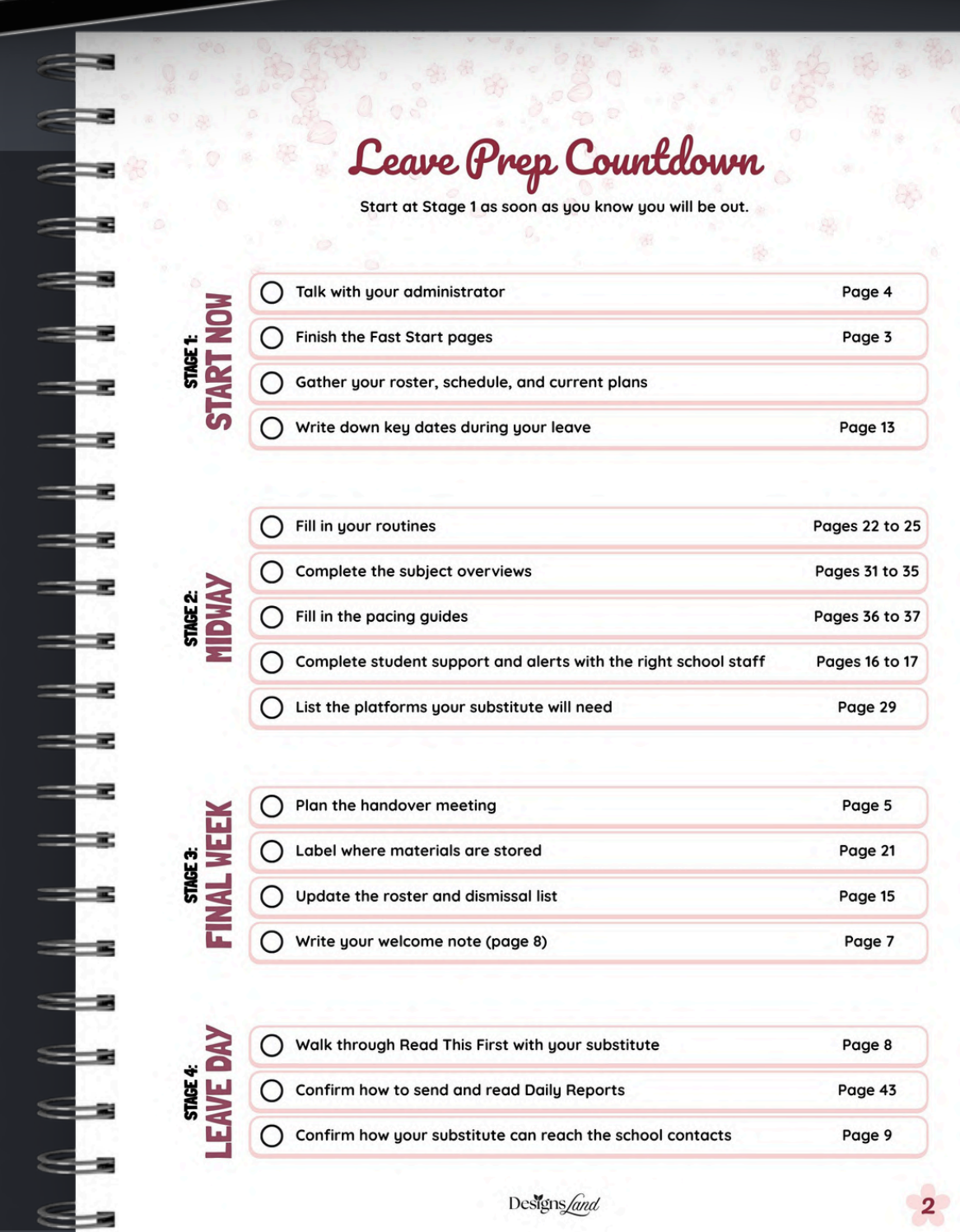
DIGITAL OPTION:

- ✓ TAP TO JUMP BETWEEN PAGES
- ✓ FILL IN ON YOUR IPAD
- ✓ WORKS IN ANNOTATION APPS
- ✓ KEEP A DIGITAL BACKUP



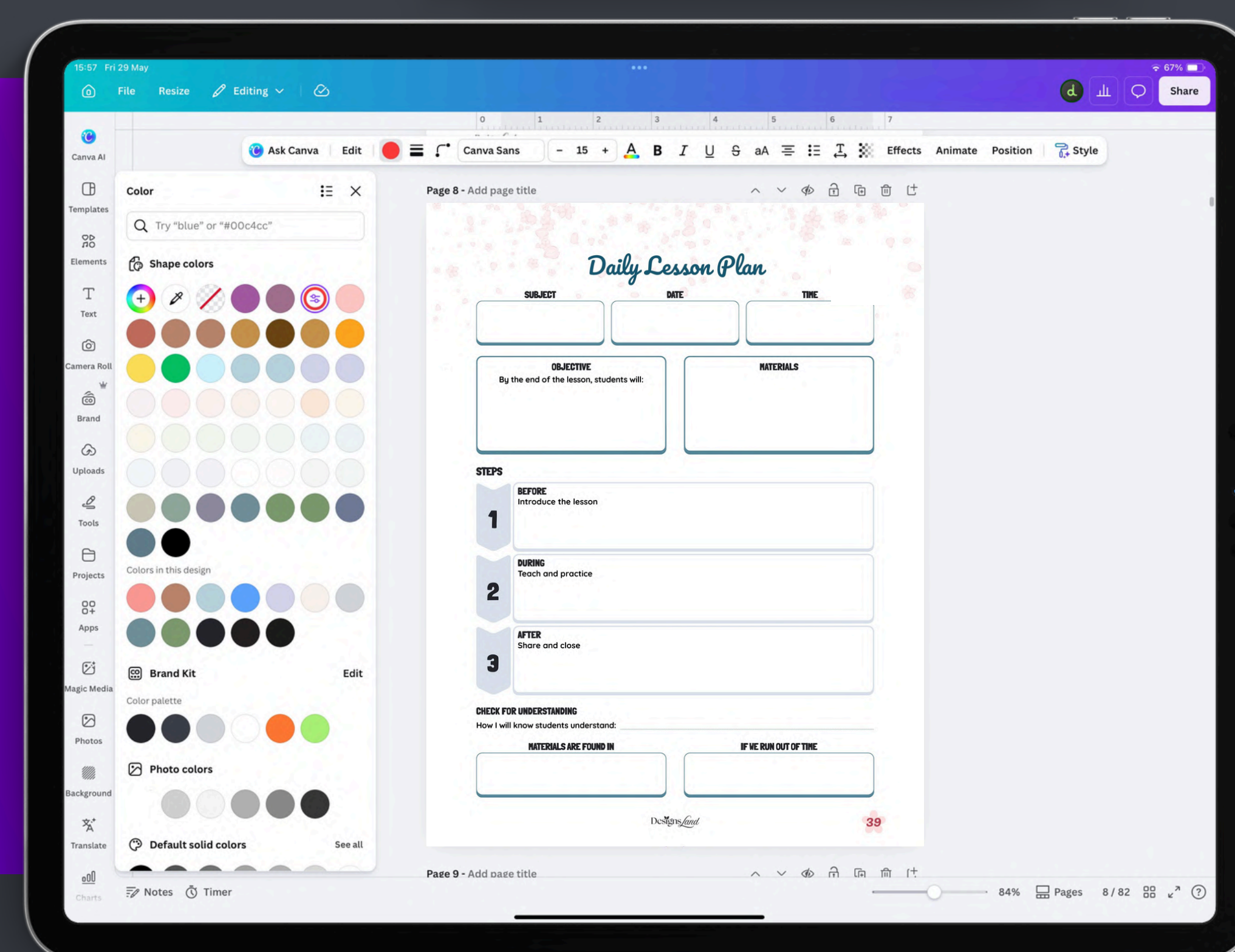
PRINT OPTION:

- ✓ PRINTS CLEARLY IN BLACK AND WHITE
- ✓ PRINT ONLY CORE PAGES
- ✓ HAND YOUR SUB A BINDER
- ✓ WRITE BY HAND IF YOU PREFER



Canva OPTION:

- ✓ FULLY EDITABLE LAYOUTS
- ✓ CUSTOMIZE EVERY FIELD & COLOR
- ✓ FREE/PRO CANVA ACCOUNT REQUIRED



DIGITAL, PRINT, OR EDITABLE.

ALL THREE VERSIONS INCLUDED IN ONE INSTANT DOWNLOAD.

LEAVE KNOWING YOUR CLASS IS IN GOOD HANDS.

- ✓ A SUBSTITUTE WHO IS READY FOR DAY ONE
- ✓ SAFETY AND CONTACTS FRONT AND CENTER
- ✓ A PATH FOR SHORT TERM OR LONG TERM LEAVE
- ✓ DAILY REPORTS FOR YOUR RETURN
- ✓ HYPERLINKED DIGITAL, PRINT, AND EDITABLE



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Get Teacher Leave Binder

Add to Cart



CLICKABLE TABLE OF CONTENTS

Click any page title to jump directly to that page.



CLICKABLE SECTION TABS

Navigate instantly between binder sections.

CLICKABLE LOGO

Click the logo to return to the Table of Contents.



Seating Plan

i Write each student's name in a desk box. Use the key for special seating.

FRONT OF ROOM (BOARD)

DOOR

TEACHER DESK

KEY:

TABLE GROUPS OR SPECIAL SEATS

DATE OF LAST SEATING CHANGE

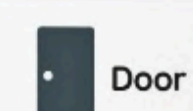
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18

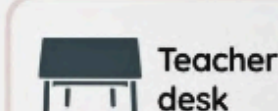
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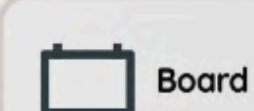
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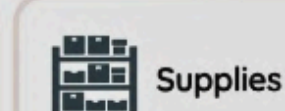
Door



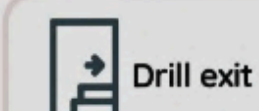
Teacher desk



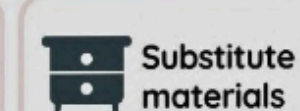
Board



Supplies



Drill exit



Substitute materials

WHERE TO FIND:

Substitute materials

Copies and paper

Classroom supplies

Student work and folders

Books and learning materials

Lost items

Teacher supplies

Emergency materials (as your school provides)

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