

EMERGENCY LESSON PLAN

SUBSTITUTE NAME & NUMBER _____

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Teacher Name: _____ Class Name: _____ Room number: _____

Class Description: _____

Class Outline

- Week 1 _____
- Week 2 _____
- Week 3 _____
- Week 4 _____
- Week 5 _____
- Week 6 _____
- Week 7 _____
- Week 8 _____
- Week 9 _____
- Week 10 _____
- Week 11 _____
- Week 12 _____

Steps for substitute:

1. If there is a Teacher Assistant, connect to discuss usual flow of the class and material covered in the prior week, if applicable.
 2. Take attendance (roster enclosed)
 3. Open in prayer, prayer requests
 4. Generic lesson: Think globally ... BIG PICTURE!!! When you created your class, you probably thought of the big ideas you wanted to teach and then brought that together in specific terms as you planned the week to week details. I am asking you to reverse this process. Think BIG...Think REVIEW...
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

5. Dismiss students 5 minutes prior to the hour.

Submit this form to Guest Services. Route to: Class Director