

The 15-Minute Emergency Sub Folder

One folder, assembled once, that lets you be sick without writing plans at 5 a.m. Set a timer for 15 minutes and work straight down the list.

1 MINUTES 1-2 Grab the folder

- ☐ Pick the brightest folder you own. Red if you have it.
- ☐ Label the cover in thick marker: SUB PLANS. START HERE.
- ☐ Decide its parking spot right now: the center of your desk, or taped to it. It never moves.

2 MINUTES 3-7 Write the one-page day note

- ☐ The schedule with TIMES: arrival, specials, lunch, recess, dismissal. Times matter more than subjects.
- ☐ Two student names who can answer "where is the..." questions.
- ☐ Any student with a medical plan or a pull-out service, with the time and who comes for them.
- ☐ One line each for procedures: bathroom, pencils, finished work, attendance, fire drill route.
- ☐ Who to call: the teacher next door (name and room number) and the front office extension.
- ☐ Dismissal, spelled out: who rides the bus, who is picked up, who walks. Subs report this as the scariest part of the day.

3 MINUTES 8-12 Print the work

- ☐ One full day of no-prep REVIEW work. A sub cannot teach your lesson; the day goes better when nobody pretends otherwise.
- ☐ Print the answer keys too. Clip them separately, marked TEACHER ONLY.
- ☐ Add an early-finisher stack: more pages than the day could possibly need. A sub with twenty spare minutes and nothing to hand out is how the wheels come off.
- ☐ Paper-clip the work by block, stacked in the order of the day.

4 MINUTES 13-14 Add the report-back sheet

- ☐ One blank page, four headings, so tomorrow starts with information instead of detective work:
- ☐ What we finished / what we did not get to.
- ☐ Students who helped (names).
- ☐ Names I should know about, and what happened.
- ☐ Anything broken, missing, or waiting for you.

5 MINUTE 15 Park it and tell two people

- ☐ Put the folder in its spot.
- ☐ Tell your neighbor teacher where it lives.
- ☐ Send the front office one line: "My sub folder is the red folder on my desk."
- ☐ Set a calendar reminder to swap the work out each quarter, so January's sub is not handing out September's review.

That is the whole system. The folder only works if the work inside it is genuinely no-prep, so fill it with pages a stranger can run cold, with answer keys.

Fill it once, forget it

If you would rather not assemble a day of work yourself, these are our ready-made emergency week plans; every one is no-prep with answer keys:

Math Sub Plans Grades 3 4 5 BUNDLE (a full emergency week per grade, with answer keys)

3rd Grade Math Sub Plans, one week

4th Grade Math Sub Plans, one week

5th Grade Math Sub Plans, one week