Substitute Lesson Plan Template Secondary Remote Learning Model

Educators should fill this lesson plan out and include it with their substitute request in Frontline Absence Management.

Educator Schedule: Below is a sample schedule that you can use as a guide to fill in the blank, fillable chart below it. Please fill in with your schedule including planning periods, lunch, etc.

Example:

Time	Monday	Tuesday	Thursday	Friday
9-X:XX a.m.	Period X — (type of activity)			
X:XX-X:XX a.m.	Period X — (type of activity)			
X:XX-X:XX a.m.	Period X — (type of activity)			
X:XX-X:XX a.m.	Period X — (type of activity)			
X:XX-X:XX p.m.	Period X — (type of activity)	Period X – (type of activity)	Period X — (type of activity)	Period X — (type of activity)
X:XX-X:XX p.m.	Lunch	Lunch	Lunch	Lunch
X:XX-X:XX p.m.	Period X — (type of activity)	Period X – (type of activity)	Period X — (type of activity)	Period X — (type of activity)
X:XX-X:XX p.m.	Period X — (type of activity)	Period X – (type of activity)	Period X – (type of activity)	Period X – (type of activity)
X:XX-3:50 p.m.	Period X — (type of activity)			

Enter your schedule in this chart:

Time	Monday	Tuesday	Thursday	Friday

Example:

Time	Wednesday
9-X:XX a.m.	Period X – (type of activity)
X:XX-X:XX a.m.	Period X – (type of activity)
X:XX-X:XX a.m.	Period X – (type of activity)
X:XX-X:XX a.m.	Period X – (type of activity)
X:XX-X:XX p.m.	Lunch
X:XX-X:XX p.m.	Period X – (type of activity)
X:XX-X:XX p.m.	Period X – (type of activity)
X:XX-X:XX p.m.	Period X – (type of activity)
X:XX-X:XX p.m.	Period X – (type of activity)

Enter your schedule in this chart:

Time	Wednesday

Contacts:

rincipal/AP email and phone:	_
ffice Professional(s) email and phone:	
epartment team emails and phone:	
As email and phone:	

Important Links to Resources:

Period 1	
Period 2	
Period 3	
Period 4	
Period 5	
Period 6	
Period 7	
Period 8	

Student roster/attendance process:
Notes about students (e.g., small group rosters/schedule, notes on any special requirements):
Classroom Management Plan: Brief summary of classroom management plan:
Lesson Plans:
Synchronous lesson plans for the days absent: O Welcome activity: Lesson goal(s): Content resources: Closing:
Asynchronous activities for the days absent: O Name of Activity:
Homework assignments w/due dates:
Troubleshooting guide (frequent issues/problems):

My Students: