



Memphis-Shelby County Schools

Division of Early Childhood

Pre-K Substitute Folder

Teachers, please keep this folder in a conspicuous place so that, in the event you are absent, your substitute can access important information.

Please be sure to add the following information:

- Complete Building Contacts List (document included)
- Complete Classroom Allergies, Medical Alerts, and Other Needs form (document included)
- Approved Classroom Schedule
- Classroom Roster
- Paper Sign-In/Out Sheet
- Weekly Lesson Plan (Creative Curriculum and Small Groups)

Additional copies of all substitute folder documents can be downloaded and printed from the MSCS Pre-K website.