

## CLERICAL SUB INFORMATION

Thank you for coming in to our school today. Here are some notes to make your day easier.

School: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Principal's Name: \_\_\_\_\_

Vice-Principal or Teacher In Charge's Name: \_\_\_\_\_

First Aid Person and # is: \_\_\_\_\_

Bell Schedule is:

Warning Bell: \_\_\_\_\_

Classes Begin: \_\_\_\_\_

Recess: \_\_\_\_\_ to \_\_\_\_\_

Students Eat Lunch: \_\_\_\_\_

Students Playtime: \_\_\_\_\_

Dismissal: \_\_\_\_\_

Your break/lunch times are:

\_\_\_\_\_

Password for the phone messages is: \_\_\_\_\_

Copier code for the office is: \_\_\_\_\_

TOC folders & keys are kept: \_\_\_\_\_

Health & Safety forms are kept: \_\_\_\_\_

Office keys are kept: \_\_\_\_\_

Medical Alert Information is kept: \_\_\_\_\_

Emergency/Fire Drill Information is: \_\_\_\_\_

Student Information Binder is: \_\_\_\_\_

Extra Timesheets are kept: \_\_\_\_\_

Attachments:

School Map

Staff List with local numbers