



SPECIAL NEEDS | FIELD GUIDE

When the substitute does not know the plan

Make the most important support easy to find on an ordinary school day.

A note from Victoria

A substitute day can undo familiar routines quickly. You are not asking for special treatment when you ask how essential supports are handed over.

What to do

Ask the school where the current support plan is kept, who briefs substitute staff, and what is shared without exposing unnecessary private details. Prepare a one-page summary of communication, transitions, sensory needs, and what helps when distress rises. Use the school's approved process for formal records. After an incident, ask what happened and how the handoff will improve.

Words you can use

"What is the substitute handoff process for these supports, and who confirms it happened today?"

One useful step I can take today:

I could start with: Choose the three supports that should be visible to every adult covering the day.

The strength I see in you

You know what prevents small disruptions from becoming a crisis.



SPECIAL NEEDS | WORKSHEET

When the substitute does not know the plan

Use this page in your own words. You can leave any part blank.

Three supports any substitute needs to know

Where the approved plan can be found

Who confirms the handoff happened

My next manageable step

A person, service, or place I can turn to (if useful)

Educational peer support, not individualized medical, legal, or school advice. Partner with your child and their care or school team; consult a qualified advocate about rights questions.