

Idaho Falls School District 91  
Substitute Teacher Information

**Edgemont Elementary**  
1240 Azalea  
Idaho Falls, Idaho 83404  
(208) 525-7618  
Fax: (208) 525-7622

**Principal:** Dave Webster  
**Secretary:** Glenda Barlow/Teresa Enge

**Driving Directions:** Travel east on 17<sup>th</sup> Street, turn south (right) off of 17<sup>th</sup> Street onto Ponderosa, the road will fork, go left one block, turn left on Azalea, the school is on the right.

**Parking:** Please park in the parking lot to the west of the school.

**Check In Procedures:** Clock in at the office. The secretary will direct you to the classroom and answer any questions.

**Check Out Procedures:** Clock out at the front office and check with office staff before leaving.

**Dress Code:** Dress to distinguish yourself as a professional. Remember to wear your ID badge.

**Lesson Plans:** Each teacher will have lesson plans on his/her desk.

**School Hours:** 9:00 a.m. to 3:00 p.m. **Monday Late Start 10:00 a.m.**

**Please plan to be at the school at least 10 minutes prior to the start of class in order to get checked in and ready for the day.**