



NOT FOR REPLICATION

 School Specialty
Planning & Student Development

CLASS
RECORD

.....
www.schoolspecialty.com • 1.888.388.3224

Substitute Information

SCHOOL SCHEDULE

School Begins

A.M. Break

Lunch

School Resumes

P.M. Break

Dismissal

CLASSROOM SCHEDULE

Class Begins

No. of Students

Class Ends

Lunch Time

Lunch Count

GET HELP FROM

Teacher(s)

Student(s)

Secretary

Principal

Counselor

Nurse

Custodian

Transportation

DISCIPLINE PROCEDURES

DISMISSAL PROCEDURES

EMERGENCY PROCEDURES

DISASTER PROCEDURES

HEALTH/MEDICAL INFORMATION

Student(s) with Special Needs

Nurse Schedule

First Aid

AUDIO-VISUAL EQUIPMENT PROCUREMENT PROCEDURES

NOTES

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Student Information

STUDENT NAMES	PARENT/GUARDIAN NAMES	HOME PHONE	EMERGENCY PHONE
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Parent Conferences

ADDRESS	DATE/TIME	DATE/TIME	COMMENTS
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Seating Plans

CLASS _____ PERIOD _____ ROOM _____

CLASS _____ PERIOD _____ ROOM _____

CLASS _____ PERIOD _____ ROOM _____

CLASS _____ PERIOD _____ ROOM _____

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Seating Plans

CLASS _____ PERIOD _____ ROOM _____

CLASS _____ PERIOD _____ ROOM _____

CLASS _____ PERIOD _____ ROOM _____

CLASS _____ PERIOD _____ ROOM _____

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SUBJECT _____ TIME _____ GRADING PERIOD _____ INSTRUCTOR _____

CLASS PERIOD	DATE	RECORD CALENDAR DATE	1st WEEK					2nd WEEK					3rd WEEK					4th WEEK																	
			M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F													
GRADE	<table border="1"><tr><td>NO. IN CLASS</td><td>A</td><td>B</td><td>C</td><td>D</td><td>F</td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>		NO. IN CLASS	A	B	C	D	F							Text Book No.	1																			
NO. IN CLASS	A	B	C	D	F																														
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5th WEEK					6th WEEK					EXTRA DAYS OR WEEK					GRADES			SEMESTER SUMMARY						YEAR SUMMARY											
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SUBJECT _____ TIME _____ GRADING PERIOD _____ INSTRUCTOR _____

CLASS PERIOD	DATE	RECORD CALENDAR DATE	1st WEEK					2nd WEEK					3rd WEEK					4th WEEK				
			M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
GRADE																						
NO. IN CLASS	A	B	C	D	F																	
THE BLANK COLUMNS AT THE RIGHT MAY BE USED TO RECORD ASSIGNMENTS			Text Book No.																			
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EXAMPLE SYMBOLS Z / ABSENT Z- / ABSENT UNEXCUSED T / TARDY Z+ / ABSENT EXCUSED WITH ASSIGNMENT

5th WEEK					6th WEEK					EXTRA DAYS OR WEEK					GRADES			SEMESTER SUMMARY						YEAR SUMMARY										
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Period	Examination	Average	Grade	Absent & Tardy	Grade	Absent & Tardy	Grade	Absent & Tardy	Semester Average	Absent & Tardy Total	1st Semester Average	Absent & Tardy	2nd Semester Average	Absent & Tardy		Examination	Year Average	Absent & Tardy Year	
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INSTRUCTIONS:

Fill in each test date. If student passes test, a (✓) mark is to be inserted on the line with name. If test is not mastered, leave blank.

▼ STUDENT ID. NO. AND/OR NAME ▼

TEST DATE

MASTERY TEST

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TEST DATE

MASTERY TEST

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Make Up Work Assignment

NAME SUBJECT OR GRADE	DATE MISSED DATE MADE UP	ASSIGNMENT OF WORK TO BE MADE UP	NAME SUBJECT OR GRADE	DATE MISSED DATE MADE UP	ASSIGNMENT OF WORK TO BE MADE UP

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