





Substitute Information

SCHOOL SCHEDULE		DISCIPLINE PROCEDURES
School Begins		
A.M. Break		
Lunch		
School Resumes		DISMISSAL PROCEDURES
P.M. Break		
Dismissal		
		EMERGENCY PROCEDURES
CLASSROOM SCHE	DULE	
Class Begins	No. of Students	
		DISASTER PROCEDURES
Class Ends		
		HEALTH/MEDICAL INFORMATION
		Student(s) with Special Needs
Lunch Time	Lunch Count	
GET HELP FROM		
Teacher(s)		
		Nurse Schedule
Student(s)		
		First Aid
		AUDIO-VISUAL EQUIPMENT PROCUREMENT PROCEDURES
Secretary		
Principal		
Counselor		NOTES
Nurse		
Custodian		
Transportation		

St	udent Inforn	nation		
	STUDENT NAMES	PARENT/GUARDIAN NAMES	HOME PHONE	EMERGENCY PHONE
1				
2				
3				
4				
5				
7				
8				
9				
10				
11				
12				,
13				
14				
15				
16				
17				
18		\sim		
19				
20				
21				
22				
23				
24		X O Y		
25				
2627				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				

		Parent	Conferences
ADDRESS	DATE/TIME	DATE/TIME	COMMENTS
			1
			2
			3
			4
			5
			6
			7
			8
			9
			10
			11
			12
			14
			15
			16
			17
			18
			19
			20
			21
			22
			23
			24
			25
			26
			27
			28
			29
			30
			31
			32
			33
			34
			35
			36
			37
			38
			39
			40

Make Up Work Assignment DATE MISSED DATE MADE UP DATE MISSED DATE MADE UP NAME NAME ASSIGNMENT OF WORK TO BE MADE UP ASSIGNMENT OF WORK TO BE MADE UP SUBJECT OR GRADE SUBJECT OR GRADE

Seating Plans

CLASS		PER	RIOD	ROOM
			AOM	
CLASS		PER	HOD	ROOM
CLASS		PER	IIOD	ROOM
CLASS	0	PER	IIOD	ROOM
CLASS	8	PER	SIOD	ROOM
CLASS		PER	RIOD	ROOM
CLASS		PER	RIOD	ROOM
CLASS		PER	RIOD	ROOM
CLASS		PER	RIOD	ROOM
CLASS		PER	RIOD	ROOM
CLASS		PER	NOD	ROOM
CLASS			BIOD	ROOM

FIRST SEMESTER

Begins_____

FIRST QUARTER FIRST QUARTER

Begins____

Ends Ends_ Subject 1st WEEK 2nd WEEK **3rd WEEK** 4th WEEK 5th WEEK Indicate Calendar Date F F Grade M Τ W Τ M T W Т M T | W | T F М Τ W Τ F М Т W Т The Blank Columns at the Text Right May Be Used to Indicate Assignments Book No. 10 10 11 11 12 12 13 13 14 14 15 15 16 16 17 17 18 18 19 19 20 20 21 21 22 22 23 23 24 24 25 25 26 27 27 28 29 29 30 31 31 32 32 33 33 34 34 35 35 36 36 37 37 38 39 39 40 40

	DIS	STRIBU	JTION			A	В		С	D	F		TOTA	AL	$\overline{}$																			
			Receiv												1			N/	lo. in Cl	Class	1	A or E	В	or S	Cor	r M	D or I		F			Quai	rter	1
			Receivi										_]																			
		6	th '	WEE	== EK			7	'th W	WEF	<u></u> €K			8	th V	NE!	== EK		T		Oth \	WE	EK		Г	EX	TR#	A WE	EEK —					
	abla		Г	Т	Г	Г								Г		Г	T	Т	T	T	T	T	Т	Т	F	Т	\Box		\Box					
	М	Т	W	Т	F		М	Т	W	Т	F		М	Т	W	Т	F	I	М	Т	W	Т	F		М	Т	W	Т	F		в			
	\sqcap													Π					Т	Т	Т	Т	Т	Т	Г				П		Averag			
						'		'	'					'	'																Daily Average	Test	Grade	
1																			T	T	T	H												1
2																																		2
3																																		3
4										\Box'									Ι	Ι	Ι		Ι											4
5																																		5
6																																		6
7	$\bigsqcup^{!}$		\perp	\perp	\perp	⊥_'	\perp	<u> </u>	⊥'	⊥'	⊥'	<u></u>	<u></u>	. └	⊥'	\perp	\perp	\perp	\perp	\perp	\perp	\perp	\perp	⊥'	L	\perp	⊥ '	<u> </u>	\sqcup					7
8			L		L	'	L'	<u> </u>	<u></u> '	L'	<u> </u>		$oxed{oxed}$	<u></u>	<u></u>			\perp	\perp	\perp	\perp		L		L		'			K				8
9																		4													b			9
10																		1		4	1							7						10
11		\perp	\perp		\perp	⊥_'	Ĺ'	<u> </u>	⊥-'	<u></u>	<u></u>	<u></u>	$\perp \!\!\! \perp \!\!\! \mid$	ـــــــــٰ	⊥'	\perp	_	\perp	\perp	\perp	\perp	\perp	\perp	<u>_</u>	L					\bigsqcup				11
12			L		L	'	<u></u>	'	<u> </u>	<u></u>	<u></u>	'	igsqcup	<u></u>	<u></u>			\perp	\perp	\perp	\perp		Ļ						Ĺ	\bigsqcup'				12
13																		4	1	4	4	4	4											13
14																				4	4													14
15		_	_	1	_	<u></u>	ـــــــــــــــــــــــــــــــــــــ	<u> </u>	<u> </u>	<u></u>	<u></u>	<u></u>	\sqcup	<u></u>	<u></u>	1	_	1	\downarrow	1	1					_	<u> </u>	<u> </u>	\sqcup	\bigsqcup		L		15
16			L		L	'		<u> </u>	<u></u>	<u></u>	<u></u>	<u>_'</u>	\sqcup	<u> </u>	<u></u>			\perp		4			4		L				Ш					16
17				4																	K	-					4							17
18																	1	-			Y	4	1											18
19		_	\perp	_	4	<u></u>	–'	<u> </u>	<u> </u> -	<u></u>	<u> </u>	<u> </u>	\sqcup	<u>—</u>	<u></u>			_			\perp	\perp	\perp	 	Ļ	+	<u></u>	<u> </u>	\sqcup	\bigsqcup		L		19
20			L	\perp		₩'	<u> </u>	L'	∟'	<u></u>	<u> </u>	<u></u>	Ш	<u> </u>	4	C	1		\bot	\perp	\perp	╁	\bot	\perp	L	\perp	<u> </u>		Ш					20
21																			4	4	4	4												21
22																			#	#	#	#	1											22
23		_	_	+	_	<u></u>	–′	<u> </u> -	<u> </u> -	<u></u>	14					_	+	+	\perp	\perp	\perp	\perp	\perp	4	$oldsymbol{\perp}$	+	<u></u>	$\perp \!\!\! \perp \!\!\! \mid$	\sqcup	<u> </u>		_		23
24			L			<u> </u>								<u> </u>	<u> </u>			\bot	Ļ	\bot	\bot		L		L		L.							24
25	_			4	H												H		4	4	4	4					H							25
26				4							\rightarrow							#		#	4						4							26
27	-	-	\vdash	+	+	-					 	<u></u>	\sqcup	<u>—</u> '	<u></u>	\vdash	+	+	+	+	+	+	+	+-'	╀	+	+-'	\sqcup	\vdash	\vdash		 		27
28			L								4	<u> </u>			<u></u>			4	╁	\bot	\bot	\bot	+	\perp	H									28
29					-	F													H	H	H	H	+				H							29
30				4														4	#	#	#	#	1											30
31		-	\vdash	+	+	<u></u>	₩'	<u></u>	<u> </u>	<u></u>	 	<u></u>	\vdash		<u></u>	\vdash	+	+	+	+	+	+	+	+-	╀	+	+-'	\vdash	\vdash	\vdash		\vdash		31
32						<u> </u>			<u> </u>	<u> </u>		<u> </u>						\bot	\bot	\bot	\bot		\bot	\perp		\perp								32
33		H	H	H	H	H'	H	H'	H	H'	H	H'	\square		H'	H	H	H	H	H	H	H	\blacksquare	4	H		H	H						33
34		H	#	#	+	#	\vdash	+	+	+	\vdash	+	₽	=	+	+	#	#	#	4	4	4	#	#	₽	#	#	\vdash	\square					34
35		-	_	+	_	<u></u> —'	[<u>—</u>	<u></u>	—′	<u></u>	₩'	\vdash	—′	—′	+	+	+	+	+	+	+	+	+-	╀	+	+-	\vdash	\vdash	\vdash		L		35
36	('	1				'	1 '		'	1 '	1 '	1 '	1 1	1 '	1 '												Ш.	<u>_</u> '		$oxed{oxed}'$				36

40

 FIRST SEMESTER

Begins______Ends_____



SECOND QUARTER

Begins______
Ends____

																			ius_										
Subject			19	st W	VEE	K			21	nd '	WE	EK		3	rd V	VEE	€K		4	th V	VEE	K		5	th V	VEE	EK		
Indicate Calendar Date	-																												
Grade		М	Т	W	Т	F		М	Т	W	Т	F	М	Т	W	Т	F	М	Т	W	Т	F	М	Т	W	Т	F		
The Blank Columns at the Right May Be Used to Indicate Assignments	Text Book No.																												
1																													1
2		Г																											2
3																													3
4																													4
5																							-						5
6		r																			7								6
7																													7
8		H																											8
9																													9
10																													10
11																													11
12															_														12
13																													13
14		H																											14
15																													15
16		\vdash										4																	16
17																													17
18		H																											18
19											K																		19
20		H									-																		20
21																													21
22							7																						22
23				Ĵ	A																								23
24		H			7																								24
25		Ŕ																											25
26																													26
27																													27
28																													28
29																													29
30		r																											30
31																													31
32		H																											32
33																													33
34																													34
35																													35
36																													36
37																													37
38																													38
39																													39
40		\vdash																											40
											<u> </u>																	ш	

DISTRIBUTION	Α	В	С	D	F	TOTAL
Number Receiving						
Percent Receiving						

No. in Class	A or E	B or S	C or M	D or I	F	Quarter

FIRST SEMESTER

	6th WEEK 7th WEEK 8th WE													<u> Ц</u>														_			_			JILN			
		6	th V	VEE	€K			71	th V	VEE	K		8t	h V	VEE	K			9t	h V	VEE	K		EXT	RA	WE	EK		Ī								
	M	Т	W	Т	F		М	Т	W	Т	F	M	Т	W	T	F		М	Т	W	Т	F	М	Т	W	Т	F	\dashv						,	_		
	IVI	<u>'</u>	VV	<u> </u>	Γ		IVI		VV	Ľ		IVI	1	VV	-	Г		IVI	'	۷V	_	Г	IVI	1	VV	1	T	\dashv	age				ter	Second Quarter	Semester Exam		
																													Daily Average		ا ہو		First Quarter	nd Q	ester		
																													Daily	Test	Grade		First	Seco	Seme	Final	
1																																1					
2																															-	2					
																																\vdash					
3											\square															\dashv		_	_	_		3	4		\vdash	\sqcup	
4																																4					
5																																5	7				
6																																6					
7																																7					
8																													4	N		8					
9																										,		1				9					
	\vdash																														_	10					
10																													_			\vdash					
11											\square															1		_	_	4		11		\vdash	₩	Ш	
12																																12			\perp	Ш	
13																																13					
14																								M								14					
15																																15					
16	_																		4	>						\dashv			\dashv	\dashv		16			\top		
17																																17					
	\vdash																															\vdash					
18																	-															18					
19										_								Ò	•									4	4	4		19			ـــــ	Ш	
20															•			Ĺ														20			\perp		
21																																21					
22																													J			22					
23												A	5																			23					
24	\vdash										4			-												\dashv		\top	\dashv	\dashv		24					
25	_									È																						25					
26																																26					
	_																												-		_	\vdash					
27	_										\square															\dashv		_	_	_		27			\vdash	\square	
28																																28			\perp		
29				-																											_	29					
30																																30					
31																																31					
32																		Т							П			\top	\dashv	\dashv		32				П	
33																															_	33					
	_																														_	\vdash					
34																																34					
35	\vdash									_																		4	4	4	_	35			ــــــ	Ш	
36	_																															36			\perp		
37																																37					
38																																38					
39																																39					
40	_																	\vdash									+	\dagger	\dashv	\dashv	_	40			+		
.0	_				1																													<u> </u>		ш	
ii																																					

SECOND SEMESTER

Begins _____



THIRD QUARTER

Begins______
Ends____

																			ius_								-	_		
Subject			15	st W	VEE	K		21	nd \	NE	EK			31	rd V	VEE	K		4	th V	VEE	K			5	th \	VEE	K		
Indicate Calendar Date	-																													
Grade		М	Т	W	Т	F	М	Т	W	Т	F		М	Т	W	Т	F	М	Т	W	Т	F		М	Т	W	Т	F		
The Blank Columns at the Right May Be Used to Indicate Assignments	Text Book No.																													
1																														1
2																														2
3																														3
4																														4
5																							N	5						5
6																					7									6
7																							4							7
8																														8
9																														9
10																														10
11																														11
12																														12
13																	7													13
14																														14
15		Г										4			Ť															15
16																														16
17													Y																	17
18								4																						18
19										K																				19
20																														20
21																														21
22																														22
23																														23
24																														24
25																														25
26)																										26
27			Ľ																											27
28																														28
29																														29
30																														30
31																														31
32																														32
33																														33
34																														34
35																														35
36																														36
37																														37
38																														38
39																														39
40																														40

	DIST	RIBUT	ΓΙΟΝ			A	В		С	D	F	TOTA	AL.																				
	Num	ber R	eceivi	ng													No.	in Cla	SS	A	or E	B or	S	C or N	Λ	D or I		F			Quar	ter	l
	Perc	ent R	eceivi	ng																													
		6t	h V	VEE	K			7t	h V	VEE	K		8t	h V	VEE	K			9t	h V	VEE	K			ΞXT	TRA	WE	EK					
	М	Т	W	Т	F		М	Т	W	Т	F	М	Т	W	Т	F		M	Т	W	Т	F		М	Т	W	Т	F		•			
																														Daily Average			
																														aily A	Test	Grade	
1																																	1
2																																	2
3																																	3
4																																	4
5																																	5
6																																	6
7																																	7
8																													Ŕ				8
9																																	9
10																											\						10
11																												5					11
12																																	12
13																																	13
14																																	14
15																																	15
16																			1														16
17																																	17
18																																	18
19																																	19
20																																	20
21																																	21
22																																	22
23																																	23
24												4																					24
25																																	25
26									M																								26
27																																	27
28																																	28
29				4																													29
30																																	30
31																																	31
32																																	32
33																																	33
34																																	34
35																																	35

 SECOND SEMESTER

Begins _____



FOURTH QUARTER

Begins______
Ends_____

Subject			18	st W	/EE	K		2	nd \	WEI	EK		3	rd V	VEE	EK		41	th V	VEE	K			51	th V	VEE	K		
Indicate Calendar Date	-																												
Grade		М	Т	W	Т	F	М	Т	W	Т	F	М	Т	W	Т	F	М	Т	W	Т	F		М	Т	W	Т	F		
The Blank Columns at the Right May Be Used to Indicate Assignments	Text Book No.																												
1																													1
2																													2
3																							4					\Box	3
4																						4							4
5																					4								5
6																													6
7																													7
8																													9
10																													10
11																													11
12																													12
13																													13
14																													14
15																													15
16																													16
17												7																	17
18								4																					18
19																													19
20																													20
21																													21
22																													22
23																												_	23
24																													24
25																													25
26			V																										26 27
27																												_	28
29																													29
30																													30
31																												_	31
32																												_	32
33																													33
34																													34
35																													35
36																													36
37																													37
38																													38
39																													39
40																													40

DISTRIBUTION	Α	В	С	D	F	TOTAL
Number Receiving						
Percent Receiving						

No. in Class	A or E	B or S	C or M	D or I	F	Quarter

SECOND SEMESTER

	Pero	cent F	leceivi	ng			<u> </u>																						SEMESTER									
		6	th V	VE	K			7	th V	VEE	K		8th WEEK							9t	h V	VEE	K		EXTRA WEEK													
																														1			$ \ $					
	М	Т	W	Т	F		М	Т	W	Т	F		M	Т	W	Т	F		М	Т	W	Т	F		M	Т	W	Т	F	1			Ш			ے		
		-		-	-				-							-	•			_						•	-			Daily Average			Ш	arter	Fourth Quarter	Semester Exam		
																														ly Ave	Ļ	de	Ш	Third Quarter	E O	neste	<u>_</u>	
																														Dai	Test	Grade		Ē	虚	Sen	Final	
1																																	1					
2																																	2					
3																																	3				П	
4																																	4	4			П	
5																																	5	-				
6	_																													+			6					
7																																		Ť				
	_										\vdash																						7 8				\vdash	
8																																						
9	-																																9					
10																																	10					
11											Ш														/			1		_			11			Ш	Ш	
12																												7					12		L			
13																																	13					
14																										M							14					
15																																	15					
16																					À												16				П	
17																																	17					
18																																	18					
19	_																	7															19					
20	\vdash																		V	>													20		\vdash		\vdash	
21																												+		+			21				\square	
22	_																											_					22		_			
23	\vdash									<u> </u>	4																			_			23		_		Ш	
24	_																																24					
25										K																							25					
26									K																							_	26					
27																														L	L		27		L			
28	L					4	N			/	$\lfloor floor$															_ T	_	_ [Ĺ		28		L		LΤ	
29				-																													29					
30																																_	30					
31																																	31					
32																														\top			32			\square	\Box	
33	_																																33					
34	\vdash																																34					
35																																	35					
	\vdash						\vdash			<u> </u>	Н																	\perp		+			—		\vdash	$\vdash \vdash$	$\vdash\vdash$	
36	_																																36					
37																																	37					
38	_																															_	38					
39											Ш																						39				Ш	
40																																	40			L]		
																																		_				

INDIVIDUAL STUDENT CLASS ATTENDANCE SUMMARY

							-14		1146	<u></u>	<u> </u>	7141	141/-	<u> </u>											
		Q	FIRST UARTE	:R	S Q	ECONI UARTE	D ER	Q	THIRD UARTE	R	F Q	OURTI UARTE	H R		YEAR TOTAL		F	For: Tes	SP sts, Re	ECIAL ports,	RECOF Projec	RD ts, Unit	ts, etc.		
																	1	2	3	4	5	6	7	8	
	Text Book No.	Days Present	Days Absent	Times Tardy	Days Present	Days Absent	Times Tardy	Days Present	Days Absent	Times Tardy	Days Present	Days Absent	Times Tardy	Days Present	Days Absent	Times Tardy									
1																									1
2																									2
3																									3
4																									4
5																									5
6																									6
7																									7
8																									8
9																M									9
10																									10
11																									11
12																									12
13																									13
14														Y											14
15																									15
16																									16
17																									17
18							4																		18
19																									19
20									Ť																20
21																									21
22																									22
23			4																						23
24																									24
25																									25
26																									26
27																									27
29																									29
30																									30
31																									31
32																									32
33																									33
34																									34
35																									35
36																									36
37																									37
38																									38
39																									39
40																									40

SUMMARY FOR YEAR

						ŞF	ΡΕΓΙΔΙ	RECO	RD.							REMARKS FIRST SEMESTER								
						sts, Re	ports,	Projec	RD ts, Uni						REMARKS		SEME	STER			SECC SEMES	STER		
	9	10	11	12	13	14	15	16	17	18	19	20	21	22				ے	_			_		
																ter	rter	Semester Exam	Semester Final	ter	ter	Semester Exam	Semester Final	de
																1st Quarter	2nd Quarter	meste	meste	3rd Quarter	4th Quarter	meste	meste	Year Grade
																18	2n	Se	Se	34	4tl	Se	Se	Ş.
1																								
2																								
3																						\dashv		
4																								
5																								
6																								
7																						\dashv		
8																								
9																								
10																								
11																						\dashv		
12																								
13																								
14																								
15																								
16														4										
17																								
18													K											
19																						_	-	
20																								
21																								
22																								
23								4														\dashv	\dashv	
24																								
25																								
26																								
27				4					$\vdash\vdash$											\vdash		\dashv	\dashv	
28																								
29			· ·																					
30																								
31							$\vdash \vdash$		$\vdash\vdash$													\dashv	-	
32																								
33																								
34																								
35																						\dashv		
36																								
37																								
38																								
39																						\dashv	\blacksquare	
40																								



1473655

9 WEEK CLASS RECORD BOOK

- 40 STUDENTS



