



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

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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NOT FOR REPLICATION

Seating Plans

CLASS _____ PERIOD _____ ROOM _____

CLASS _____ PERIOD _____ ROOM _____

CLASS _____ PERIOD _____ ROOM _____

CLASS _____ PERIOD _____ ROOM _____

NOT FOR REPLICATION

Seating Plans

CLASS _____ PERIOD _____ ROOM _____

CLASS _____ PERIOD _____ ROOM _____

CLASS _____ PERIOD _____ ROOM _____

CLASS _____ PERIOD _____ ROOM _____

NOT FOR REPLICATION

FIRST TRIMESTER

No. In Class	A	B	C	D	F

GRADING PERIOD BEGINS _____ ENDS _____

Subject	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
Indicate Calendar Date																				
Grade																				
THE BLANK COLUMNS AT THE RIGHT MAY BE USED TO INDICATE ASSIGNMENTS.																				
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Text Book Number																				
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NOT FOR REPLICATION

DISTRIBUTION	A	B	C	D	F	TOTAL
NUMBER RECEIVING						
PERCENT RECEIVING						100

No. In Class	A	B	C	D	F	

FIRST SIX WEEKS PERIOD

5th WEEK					6th WEEK					EXTRA DAYS/WEEK					REMARKS	Six Weeks Final	Daily Average	Test	
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
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NOT FOR REPLICATION

FIRST TRIMESTER

No. In Class	A	B	C	D	F

GRADING PERIOD BEGINS _____ ENDS _____

Subject	7th WEEK					8th WEEK					9th WEEK					10th WEEK				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Indicate Calendar Date																				
Grade																				
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DISTRIBUTION	A	B	C	D	F	TOTAL
NUMBER RECEIVING						
PERCENT RECEIVING						100

No. In Class	A	B	C	D	F	

SECOND SIX WEEKS PERIOD

11th WEEK					12th WEEK					EXTRA DAYS/WEEK					REMARKS	Six Weeks Final	Daily Average	Test	TRIMESTER SUMMARY						Credits
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					1st Six Weeks	2nd Six Weeks	Period Average	Exam	Grade		
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SECOND TRIMESTER

No. In Class	A	B	C	D	F	

GRADING PERIOD BEGINS _____ ENDS _____

Subject	13th WEEK					14th WEEK					15th WEEK					16th WEEK				
Indicate Calendar Date																				
Grade	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
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DISTRIBUTION	A	B	C	D	F	TOTAL
NUMBER RECEIVING						
PERCENT RECEIVING						100

No. In Class	A	B	C	D	F	

THIRD SIX WEEKS PERIOD

17th WEEK					18th WEEK					EXTRA DAYS/WEEK					REMARKS	Six Weeks Final	Daily Average	Test
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NOT FOR REPLICATION

SECOND TRIMESTER

No. In Class	A	B	C	D	F	

GRADING PERIOD BEGINS _____ ENDS _____

Subject	19th WEEK					20th WEEK					21st WEEK					22nd WEEK				
Indicate Calendar Date																				
Grade	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
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NOT FOR REPLICATION

DISTRIBUTION	A	B	C	D	F	TOTAL
NUMBER RECEIVING						
PERCENT RECEIVING						100

No. In Class	A	B	C	D	F	

FOURTH SIX WEEKS PERIOD

23rd WEEK					24th WEEK					EXTRA DAYS/WEEK					REMARKS	Six Weeks Final	Daily Average	Test	TRIMESTER SUMMARY					Credits
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					3rd Six Weeks	4th Six Weeks	Period Average	Exam	Grade	
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NOT FOR REPLICATION

THIRD TRIMESTER

No. In Class	A	B	C	D	F	

GRADING PERIOD BEGINS _____ ENDS _____

Subject	25th WEEK					26th WEEK					27th WEEK					28th WEEK				
Indicate Calendar Date																				
Grade	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
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DISTRIBUTION	A	B	C	D	F	TOTAL
NUMBER RECEIVING						
PERCENT RECEIVING						100

No. In Class	A	B	C	D	F	

FIFTH SIX WEEKS PERIOD

29th WEEK					30th WEEK					EXTRA DAYS/WEEK					REMARKS	Six Weeks Final	Daily Average	Test	
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NOT FOR REPLICATION

THIRD TRIMESTER

No. In Class	A	B	C	D	F	

GRADING PERIOD BEGINS _____ ENDS _____

Subject		31st WEEK					32nd WEEK					33rd WEEK					34th WEEK				
Indicate Calendar Date																					
Grade		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
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12/14 WEEK CLASS RECORD BOOK

- 8 1/2" x 11"
- 40 STUDENTS
- 8 SUBJECT
- GREEN/RED

