



NOT FOR REPLICATION

 School Specialty  
*Planning & Student Development*

CLASS  
**RECORD**

.....  
[www.schoolspecialty.com](http://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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# Seating Plans

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CLASS \_\_\_\_\_ PERIOD \_\_\_\_\_ ROOM \_\_\_\_\_


CLASS \_\_\_\_\_ PERIOD \_\_\_\_\_ ROOM \_\_\_\_\_


CLASS \_\_\_\_\_ PERIOD \_\_\_\_\_ ROOM \_\_\_\_\_


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# Seating Plans

CLASS \_\_\_\_\_ PERIOD \_\_\_\_\_ ROOM \_\_\_\_\_


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CLASS \_\_\_\_\_ PERIOD \_\_\_\_\_ ROOM \_\_\_\_\_


CLASS \_\_\_\_\_ PERIOD \_\_\_\_\_ ROOM \_\_\_\_\_


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# 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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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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# 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
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F				
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# 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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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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# 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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# THIRD TRIMESTER

No. In Class	A	B	C	D	F	

GRADING PERIOD BEGINS \_\_\_\_\_ ENDS \_\_\_\_\_

		31st WEEK					32nd WEEK					33rd WEEK					34th WEEK				
Subject																					
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



8 85634 29738 1

MADE IN USA