





## **Substitute Information**

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

### Student Roster

	ludent noste	1		
	STUDENT NAMES	PARENT/GUARDIAN NAMES	HOME PHONE	WORK PHONE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
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				

## **Parent Conferences**

		-ai ei	it Comerenc	<del>C</del> 3
ADDRESS	DATE/TIME	DATE/TIME	COMMENTS	
				1
				2
				3
				4
				5
				6
				7
				8
				9
				10
				11
				12
			· ·	13
				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

# Seating Plans

CLASS		PEF	RIOD	ROOM
CLASS		PEF	RIOD	ROOM
CLASS		DE	RIOD	POOM
CLASS		PEF	RIOD	ROOM
CLASS		PEF	RIOD	ROOM
CLASS		PEF	RIOD	ROOM
CLASS		PEF	RIOD	ROOM
CLASS	<b>40</b>	PEF	RIOD	ROOM
CLASS		PEF	RIOD	ROOM
CLASS		PEF	RIOD	ROOM
CLASS		PEF	RIOD	ROOM
CLASS			RIOD	

# Seating Plans

CLASS		PEF	RIOD	ROOM
OL ACC		DEF	HOD	DOOM.
CLASS			NOD	ROOM
CLASS		PEF	NOD	ROOM
CLASS		PEF	NIOD	ROOM
CLASS		PEF	NIOD	ROOM
CLASS		PEF	NOD	ROOM
CLASS		PEF	NOD	ROOM
CLASS		PEF	NOD	ROOM
CLASS		PEF	NOD	ROOM
CLASS		PEF	NOD	ROOM
CLASS		PEF	BIOD	ROOM
CLASS			BIOD	ROOM
				ROOM

**FIRST SEMESTER** No. In Class A B C D

GRADING PERIOD BEGINS						_ END	os																	
Subject			1	st V	VEE	K			2	nd V	WEE	ΞK			3	rd \	NEE	K		4	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	
THE BLANK COLUMNS AT THE RIGHT MAY BE USED TO INDICATE ASSIGNMENTS.	Text Book																							
▼ STUDENT ID. NO. AND/OR NAME ▼	Book Number							_																
1																								
2																								
3																								
4																				K				
5																								
6																								
7																								
8																								
																<b>-</b>								
9																								
10								-																
11														4										
12																DY								
13																								
14														<b>\</b>										
15													V											
16																								
17											A													
18																								
19																								
20																								
21							7																	
22																								
23																								
24		4																						
25																								
26		-																						
27																								
28																								
29																								
30																								
31																								
32																								
33																								
34																								
35																								
36																								
37																								
38																								
39																								
40																								
70																								

DISTRIBUTION	Α	В	С	D	F	TOTAL
NUMBER RECEIVING						
PERCENT RECEIVING						100

No. In Class	Α	В	С	D	F	

FIRST SIX WEEKS PERIOD

PERCE	INI NEC	JEIVIING	2					100	,											W	EEK	(S F	PERIO	כ
	5	th V	VEE	K		6	th V	VEE	K	EX	TRA	A DA	YS/	WE	EK	REMARKS								
M	Т	W	Т	F	М	Т	W	Т	F	М	Т	W	Т	F			inal	Ф						
																	eks F	/erag						
																	Six Weeks Final	Daily Average	Test					
																	ଫି	Ğ	Te					1
																								2
																								3
																								4
																								5
																				>				6
																								7
																								8
																								9
																								10
																								11
																N G								12
																								13
																								14
																								15
																								16
																								17
																								18
																								19
																								20
																								21
																								22
																								23
																								24
																								25
																								26
																								27
																								28
				-																				30
				-																				31
																								32
																								33
																								34
																								35
																								36
																								37
																								38
																								39
																								40

#### FIRST SEMESTER

No. In Class A B C D F

GRADING PERIOD BEGINS					h WEEK 8th WEEK 9th WEEK					10th WEEK															
Subject			7	th V	VEE	K			8	th V	NEE	K		9	th V	VEE	K			10	)th \	WEE	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		
THE BLANK COLUMNS AT THE RIGHT MAY BE USED TO INDICATE ASSIGNMENTS.																									
	Text Book																								
STUDENT ID. NO. AND/OR NAME	Number							⊢																	
1																									
2								-																	
3																									
4																									
5								L																	
6																									
7																									
8																									
9																									
10																									
11															1										
12														1	7										
13																									
14														<b>&gt;</b>											
15													P*												
								$\vdash$																	
16																									
17																									
18																									
19																									
20																									
21																									
22																									
23				A																					
24			N.																						
25																									
26																									
27																									
28																									
29																									
30																									
31								$\vdash$																	
32																									
33																									
34																									
35																									
36																									
37																									
38																									
39																									
40																									

DISTRIBUTION	Α	В	С	D	F	TOTAL
NUMBER RECEIVING						
PERCENT RECEIVING						100

No. In Class	Α	В	С	D	F	

SECOND SIX WEEKS PERIOD

PERCE	INT DEC	JEIVING	7					100	,		L									W	EEK	(S F	PERIOD	)
	11	th V	VEE	K		12	2th \	WEE	K	EX	TRA	A DA	YS/	WE	EK	REMARKS								
M	Т	W	Т	F	М	Т	W	Т	F	М	Т	W	Т	F			inal	Ф						
																	Six Weeks Final	Daily Average						
																	× Wee	ally A	Test					
																	ଫି	Ğ	Te					1
																								2
																								3
																								4
																								5
																				>				6
																								7
																								8
																								9
																								10
																								11
																N G								12
																								13
																								14
																								15
																								16
																								17
																								18
																								19
																								20
																								21
																								22
																								23
																								24
																								25
																								26
																								27
																								28
				-																				30
				<b>&gt;</b>																				31
																								32
																								33
																								34
																								35
																								36
																								37
																								38
																								39
																								40

FIRST SEMESTER No. In Class A B C D F

GRADING PERIOD BEGINS						END	s												<u> </u>					
Subject			13	8th \	NEE	EK			14	۱th ۱	WEE	≣K		15	5th \	WEE	K		16	Sth \	ΝEΕ	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		
THE BLANK COLUMNS AT THE RIGHT MAY BE USED TO INDICATE ASSIGNMENTS.																								
	Text Book																							
	Number							<del> </del>					_										$\dashv$	
1																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
11															<b>\</b>									
12																								
13																								
14													Y											
15								_																
16											Y													
17																								
18																								
19																								
20																								
21																								
22																								
23				X		7																		
24																								
25																								
26		1																						
27 28																								
29																								
30																								
31																								
32																								
33																								
34																								
35																								
36																								
37																								
38																								
39																								
40																								
40																								

DISTRIBUTION	Α	В	С	D	F	TOTAL
NUMBER RECEIVING						
PERCENT RECEIVING						100

No. In Class	Α	В	С	D	F	

## THIRD SIX WEEKS PERIOD

 PERCE	NI REC	EIVING	i 					100	)		L										V	/EE	KS	PE	ERIC	OD	
	17	th V	VEE	K		18	۲th ۱	NEE	K	EX	TR/	A DA	YS/	WE	EK	REMARKS				SIX	WEEK	(S MA	RKS				
М	Т	W	Т	F	М	Т	W	Т	F	М	Т	W	Т	F			inal	e je		S)	sks	ks	ge				
																	eks F	verac		Wee	× Wee	Wee	wera				
																	Six Weeks Final	Daily Average	Test	1st Six Weeks	2nd Six Weeks	3rd Six Weeks	Term Average	Exam	Grade		
																	S		F	₩	N	က	ř	Ш	O	+	1
																											2
																											3
																											4
																											5
																											6
																											7
																											8
																											9
																										_	10
																											11
																										-	12
																										_	13
																										_	<ul><li>14</li><li>15</li></ul>
																										-	16
																										_	17
															)											_	18
																										-	19
																											20
										<b>Y</b> •																	21
								<b>-</b>																			22
								K																			23
																											24
																										$\overline{}$	25
																										_	26
																										_	27
																										_	28
			-																								29
																										$\rightarrow$	30
																										_	31
																										_	33
																										_	34
																										_	35
																										_	36
																										_	37
																										_	38
																										_	39
																										_	40
																							_		_		-

#### **SECOND SEMESTER**

No. In Class A B C D F

GRADING PERIOD BEGINS						END	s																
Subject			19	9th \	WEE	ΞK			20	Oth '	WE	ΞK		21	1st \	WEE	K		22	2nd	WE	ΕK	
Indicate Calendar Date																							
Grade		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																						
▼ STUDENT ID. NO. AND/OR NAME ▼	Book Number																						
1																							
2																							
3																							
4																			K				
5																		4					
6																							
7																							
9																							
10																							
								$\vdash$							-								
11	<b>+</b>																						
12															-								
13																							
14																							
15								$\vdash$															
16																							
17	-																						
18	1						-																
19																							
20					<u></u>																		
21																							
22																							
23				X																			
24																							
25																							
26								П															
27																							
28																							
29																							
30																							
31																							
32																							
33																							
34																							
35																							
36																							
37																							
38																							
39																							
40		1						1															

DISTRIBUTION	Α	В	С	D	F	TOTAL
NUMBER RECEIVING						
PERCENT RECEIVING						100

No. In Class	Α	В	С	D	F	

## FOURTH SIX WEEKS PERIOD

PERUE	ENT REC	EIVIING	2					100	,		L									W	EEK	(S F	PERIOD	)
	23	Brd \	WEI	EK		24	1th	WE	€K	EX	TR/	A DA	YS/	WE	EK	REMARKS								
M	Т	W	Т	F	M	Т	W	Т	F	М	Т	W	Т	F			inal	Ф						
																	Six Weeks Final	Daily Average						
																	Wee	uly Av	st					
										_							ගි	De	Test					
																								1
																								2
																								3
																								5
																								6
																								7
																								8
																								9
																								10
																								11
																								12
																								13
																								14
																								15
																								16
												K												17
																								18
																								19
																								20
																								21
																								22
								A																23
																								24
																								25
																								26
																								27
				-																				28
				-																				29
																								30
																								31
																								33
																								34
																								35
																								36
																								37
																								38
																								39
																								40
																								L.,

#### **SECOND SEMESTER**

No. In Class A В

GRADING PERIOD BEGINS						END	)S																	
Subject			25	5th \	WEE	ΞK			20	6th \	WEI	EK			27	7th '	WEE	ΞK		28	3th \	WEE	ΞK	
Indicate Calendar Date																								
Grade		M	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 Number																							
1																								
2																								
3																								
4																								
5																								
6																								
7																								
8								⊢																
9																								
10	$\longrightarrow$							╙																
11																								
12																7								
13																								
14																								
15													V											
16										5	Y													
17											A													
18																								
19																								
20																								
21																								
22																								
								⊢																
23				A				$\vdash$																
24				4																				
25	4																							
26																								
27																								
28																								
29																								
30																								
31																								
32																								
33																								
34																								
								$\vdash$																
35	$\rightarrow$							⊢																
36								_																
37																								
38																								
39																								
40																								

DISTRIBUTION	Α	В	С	D	F	TOTAL
NUMBER RECEIVING						
PERCENT RECEIVING						100

No. In Class	Α	В	С	D	F	

### FIFTH SIX WEEKS PERIOD

PERUE	ENT REC	EIVIING	2					100	,		L									W	EEK	(S F	PERIOD	)
	29	th \	WE	EK		30	Oth '	WE	€K	EX	TR/	A DA	YS/	WE	EK	REMARKS								
M	Т	W	Т	F	M	Т	W	Т	F	М	Т	W	Т	F			inal	Ф						
																	Six Weeks Final	Daily Average						
																	Wee	uly Av	st					
																	ਲੌ	De	Test					
																								1
																								2
																								3
																								5
																								6
																								7
																								8
																								9
																								10
																								11
																N GVA								12
																								13
																								14
																								15
																								16
												K												17
																								18
																								19
																								20
																								21
																								22
								A																23
																								24
																								25
																								26
																								27
				-																				28
				-																				29
				-																				30
																								31
																								33
																								34
																								35
																								36
																								37
																								38
																								39
																								40
																								L.,

### **SECOND SEMESTER**

No. In Class A B C D F

	GRADING PERIOD BEGINS						END	)S																	
	Subject			3.	1st \	WEE				32	2nd	WE	EK		<u> </u>	33	3rd	WEE	=K		34	4th \	WEE	=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	
	THE BLANK COLUMNS AT THE RIGHT MAY BE USED TO INDICATE ASSIGNMENTS.	Text Book																							
	▼ STUDENT ID. NO. AND/OR NAME ▼ 1	Number																							
	2																								
	3																								
	4																								
_	5																								
	6																								
	7																								
	8																								
_	9																								
	10																								
	11																								
	12																74								
	13																								
	14														<u>\</u>										
	15													Ù											
	16																								
	17																								
	18																								
	19																								
	20																								
	21																								
	22																								
	23				X		7																		
	24				7																				
	25																								
	26																								
	27																								
	28																								
	27 28 29																								
	30																								
	31																								
	32																								
	33																								
	34																								
	35																								
	36																								
	37																								
	38																								
	39																								

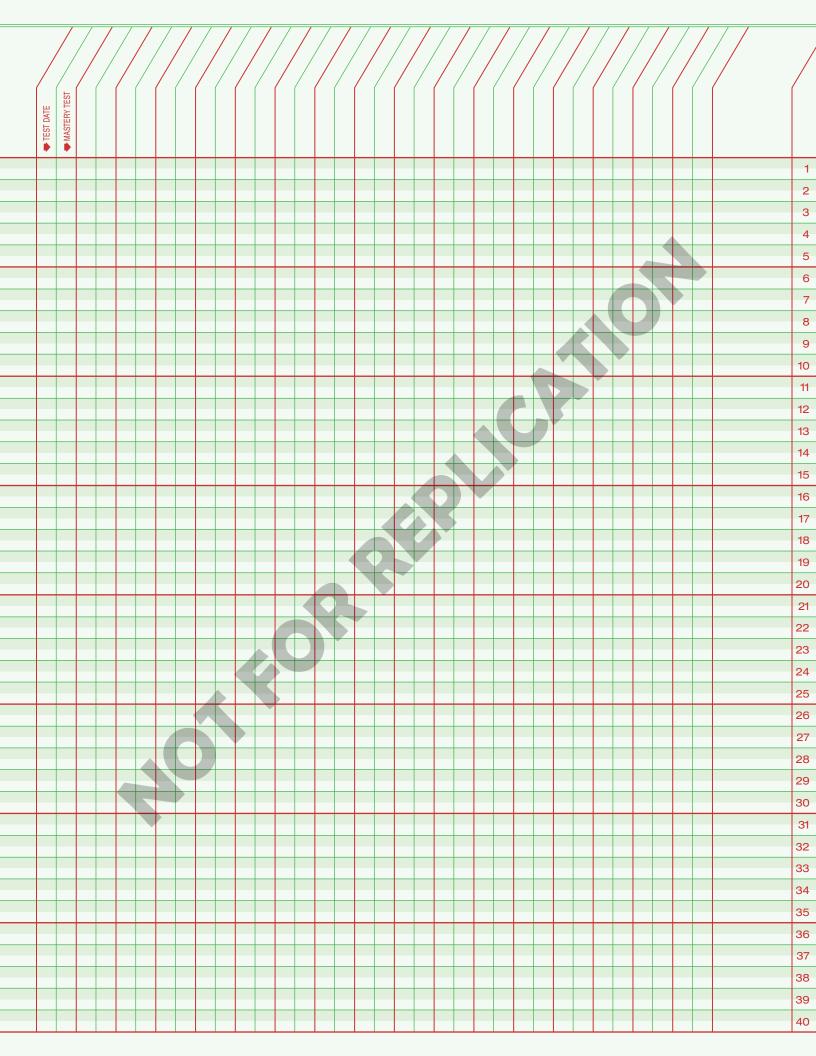
DISTRIBUTION	Α	В	С	D	F	TOTAL
NUMBER RECEIVING						
PERCENT RECEIVING						100

No. In Class	Α	В	С	D	F	

### SIXTH SIX

PERCE	NT RE	CEIVING	à						100	)																V	VEE	:KS	PE	ERIC	OD O	
	35	5th \	WE	ΞK			36	Sth '	WEI	€K		EX	TR/	A DA	YS/	WE	EK	Π			SIX	WEEKS	MAR	KS			١	YEAR				
																						_										
М	Т	W	Т	F		М	Т	W	Т	F		М	Т	W	Т	F		Six Weeks Final	age		eks	2nd Six Weeks	3rd Six Weeks	Term Average								
																		eeks	Daily Average		1st Six Weeks	N Xi	×	Ave	_	ø.	ıge		o)			
																		×	Jaily	Test	st Si	S pu	3rd S	erm	Exam	Grade	Average	Exam	Grade			
																		0)		-	+-	CA	(1)			0	4	ш			$\dashv$	1
																																2
																																3
																										7						4
																															+	5
																		$\vdash$													$\dashv$	
																															+	6
																															$\dashv$	7
																					9			$\dashv$							$\dashv$	8
																															$\rightarrow$	9
																			>											-	$\rightarrow$	10
																															_	11
																															_	12
																																13
																															_	14
																		╙						_						_	$\dashv$	15
																																16
																																17
																																18
																																19
																																20
																																21
																																22
											17																					23
									7																							24
										<b>—</b>																						25
																															$\dashv$	26
																															_	27
																															_	28
					1																										_	29
				7																											_	30
																		$\vdash$						$\dashv$							$\rightarrow$	31
																															_	32
																								$\dashv$							_	33
																															_	34
																															_	
																														$\dashv$	-	35
																															-	36
																															-	37
																															_	38
																															_	39
																																40

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.		◆ MASTERY TEST			/						/			/	/		<b>7</b>	
▼ STUDENT ID. NO. AND/OR NAME ▼	◆ TEST DATE	MAS																
1	_																	
2	_																	
3																		
4																		
5	_																	
6																		
7																		
8	_										K	1						
9	_																	
10	-										7							
11	_									\								
12																		
13	_									À								
14																		
15	_								M									
16																		
17							5											
18	_																	
19					$\subseteq$													
20																		
21			K	-														
22																		
23																		
24																		
25	-																	
26																		
27	-																	
28	-																	
29																		
30	_																	
31																		
32	_																	
33																		
34	-																	
35	_																	
36																		
37																		
38	_																	
39	-																	
40																		



# Make Up Work Assignment

NAME SUBJECT OR GRADE	DATE MISSED DATE MADE UP	ASSIGNMENT OF WORK TO BE MADE UP	NAME SUBJECT OF CRADE	DATE MISSED DATE MADE UP	ASSIGNMENT OF WORK TO BE MADE UP
SUBJECT OR GRADE	MADE UP	TO BE HINDE OF	SUBJECT OR GRADE	MADE UP	10 52 11/1,152 01
	,	7			







1473659

### 6/7 WEEK CLASS RECORD BOOK

- 40 STUDENTS
- GREEN/RED





MADE IN USA