



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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DISTRIBUTION	A	B	C	D	F	TOTAL
Number Receiving						
Percent Receiving						

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

	5th WEEK					6th WEEK					EXTRA WEEK					Daily Average	Test	Grade
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
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	5th WEEK					6th WEEK					EXTRA WEEK					Daily Average	Test	Grade
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DISTRIBUTION	A	B	C	D	F	TOTAL
Number Receiving						
Percent Receiving						

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

FIRST SEMESTER

	5th WEEK					6th WEEK					EXTRA WEEK					Daily Average	Test	Grade	First Period	Second Period	Third Period	Semester Exam	Final		
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DISTRIBUTION	A	B	C	D	F	TOTAL
Number Receiving						
Percent Receiving						

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

	5th WEEK					6th WEEK					EXTRA WEEK					Daily Average	Test	Grade
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Percent Receiving						

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

	5th WEEK					6th WEEK					EXTRA WEEK					Daily Average	Test	Grade
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Number Receiving						
Percent Receiving						

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

SECOND SEMESTER

	5th WEEK					6th WEEK					EXTRA WEEK					Daily Average	Test	Grade	Fourth Period	Fifth Period	Sixth Period	Semester Exam	Final	
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INDIVIDUAL STUDENT CLASS ATTENDANCE SUMMARY

	Text Book No.	FIRST PERIOD			SECOND PERIOD			THIRD PERIOD			FOURTH PERIOD			FIFTH PERIOD			SIXTH PERIOD			YEAR TOTAL				
		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	Days Present	Days Absent	Times Tardy	Days Present	Days Absent	Times Tardy		
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6 WEEK CLASS RECORD BOOK

- 8 1/2" x 11"
- 40 STUDENTS



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