



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
	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	

Student Information

	STUDENT NAMES	PARENT/GUARDIAN NAMES	HOME PHONE	EMERGENCY PHONE
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Parent Conferences

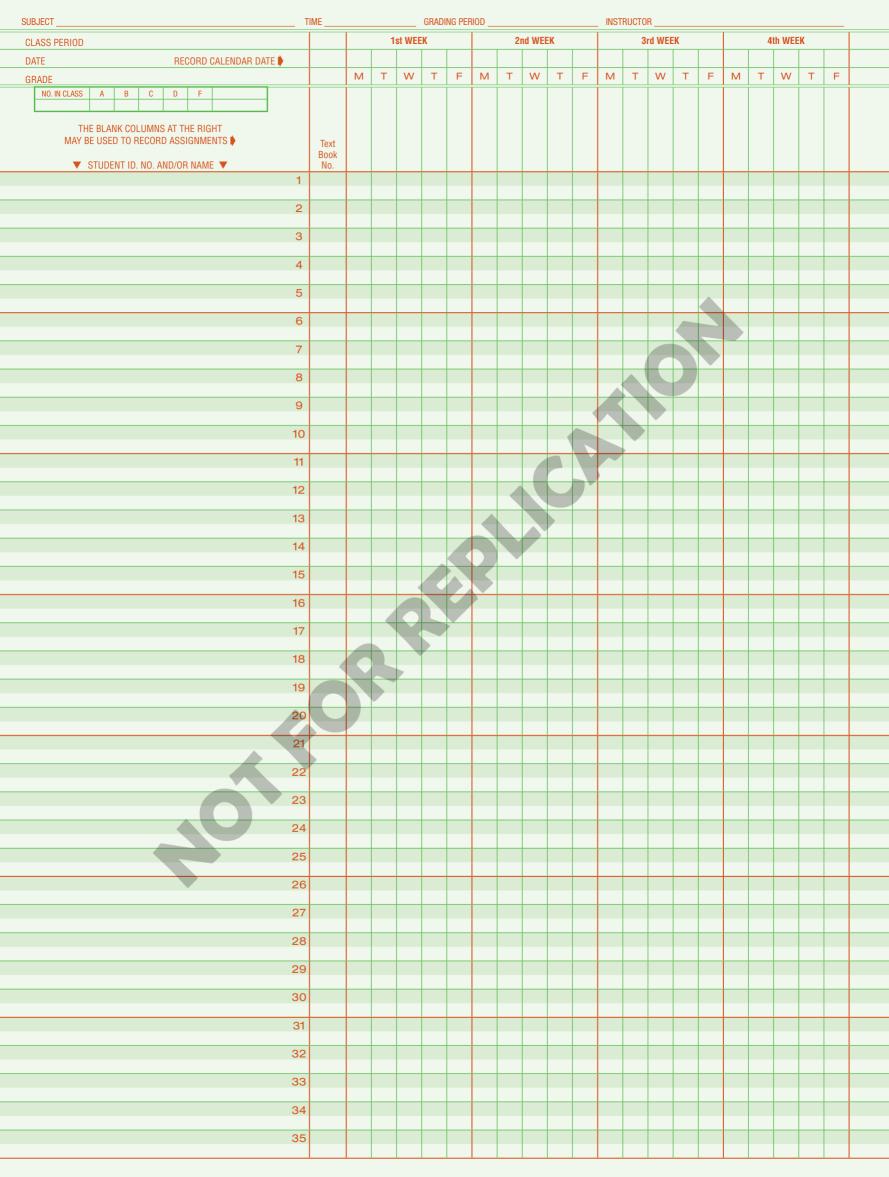
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Seating Plans

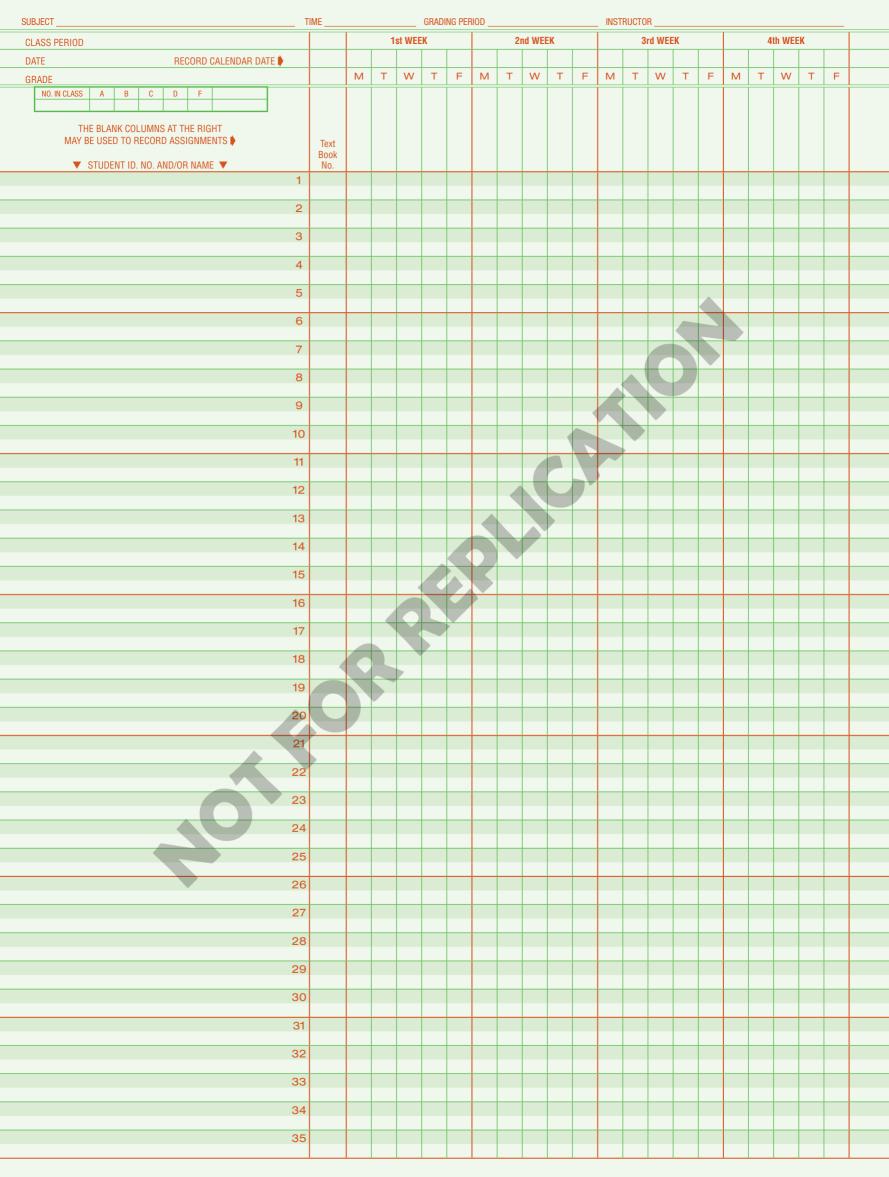
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Seating Plans

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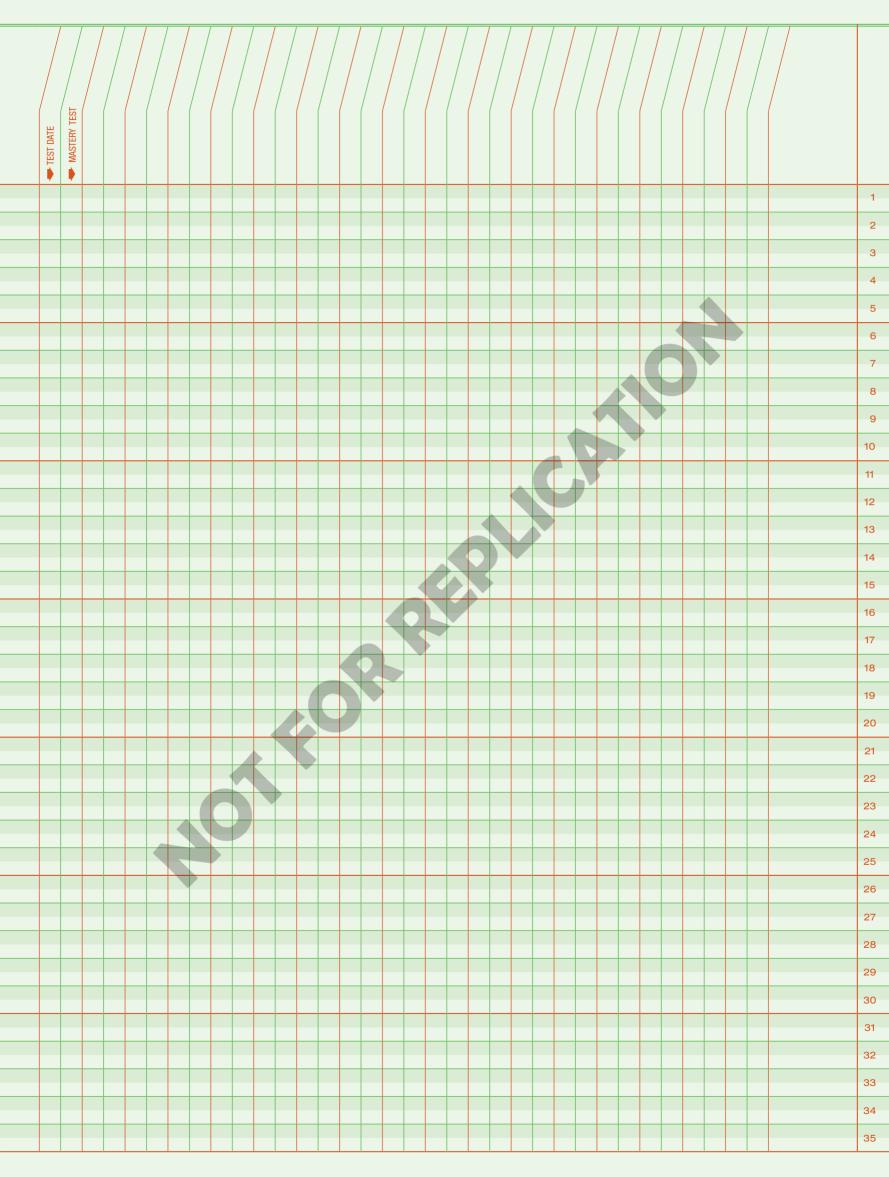


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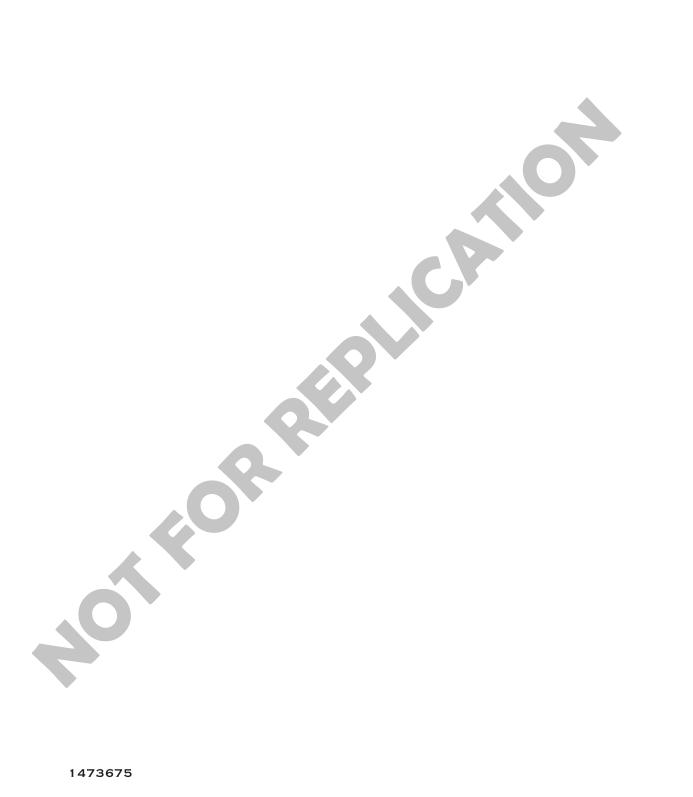
INSTRUCTIONS: Fill in each test date. If student passes test, a (✓) mark is to be inserted on the line with name. If test is not mastered, leave blank.																					
		TEST			/								<i>'</i>	<i>'</i>	/	/		, 	$^{\prime}$ $^{\prime}$		
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Make Up Work Assignment

NAME	DATE MISSED DATE	ASSIGNMENT OF WORK TO BE MADE UP	NAME	DATE MISSED	ASSIGNMENT OF WORK TO BE MADE UP
SUBJECT OR GRADE	MADE UP	TO BE WINDE OF	SUBJECT OR GRADE	DATE MADE UP	TO BE WINDE OF
		40			





1473675

6 WEEK CLASS RECORD BOOK

MADE IN USA

- 9 1/4" x 12 1/4"
- 35 STUDENTS



