



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

NOT FOR REPLICATION

Student Information

STUDENT NAMES	PARENT/GUARDIAN NAMES	HOME PHONE	EMERGENCY 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			

NOT FOR REPLICATION

Parent Conferences

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

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

CLASS PERIOD		1st WEEK					2nd WEEK					3rd WEEK					4th WEEK					5th WEEK							
DATE		RECORD CALENDAR DATE ▶																											
GRADE		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
NO. IN CLASS		A	B	C	D	F																							

THE BLANK COLUMNS AT THE RIGHT
MAY BE USED TO RECORD ASSIGNMENTS ▶

▼ STUDENT ID. NO. AND/OR NAME ▼

Text
Book
No.

- 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

NOT FOR REPLICATION

CLASS PERIOD		1st WEEK					2nd WEEK					3rd WEEK					4th WEEK					5th WEEK				
DATE		RECORD CALENDAR DATE ▶																								
GRADE		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
NO. IN CLASS	A	B	C	D	F																					

THE BLANK COLUMNS AT THE RIGHT
MAY BE USED TO RECORD ASSIGNMENTS ▶

▼ STUDENT ID. NO. AND/OR NAME ▼

Text
Book
No.

- 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

NOT FOR REPLICATION

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.

▼ STUDENT ID. NO. AND/OR NAME ▼

TEST DATE

MASTERY TEST

- 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

NOT FOR REPLICATION

TEST DATE

MASTERY TEST

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

NOT FOR REPLICATION

NOT FOR REPLICATION

NOT FOR REPLICATION

1473676

9/10 WEEK CLASS RECORD BOOK

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



MADE IN USA

