



Substitute Information

SCHOOL SCHEDULE		DISCIPLINE PROCEDURES
School Begins		
A.M. Break		
Lunch		
School Resumes		DISMISSAL PROCEDURES
P.M. Break		
Dismissal		
		EMERGENCY PROCEDURES
CLASSROOM SCHEDUL	E	
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

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

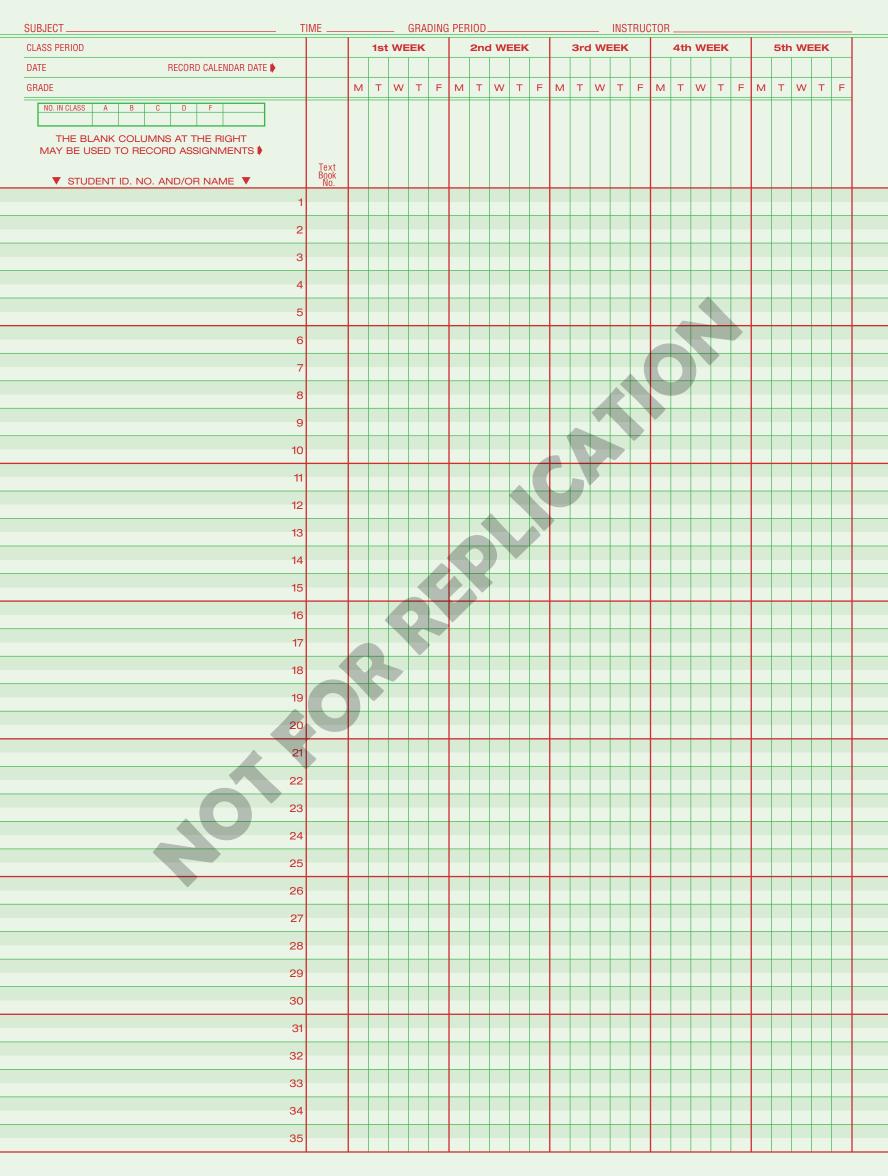
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Seating Plans

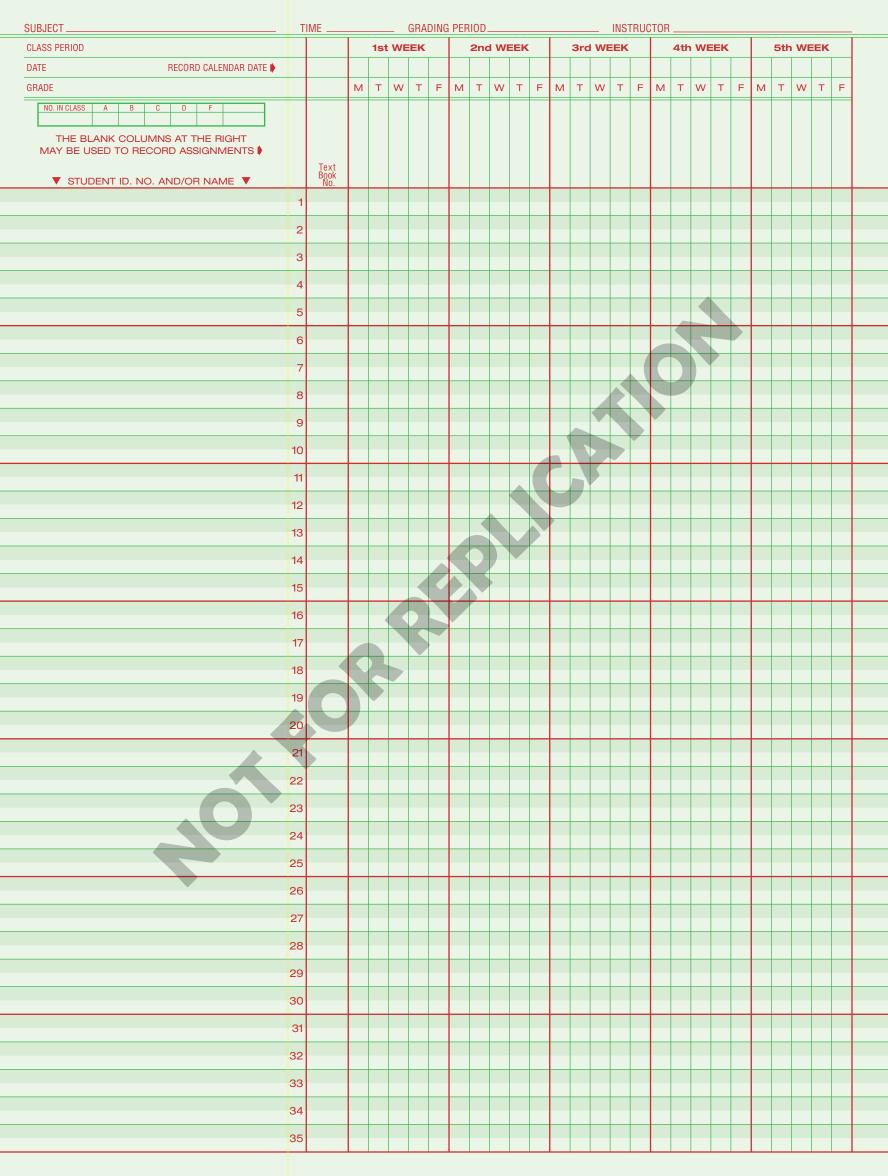
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Seating Plans

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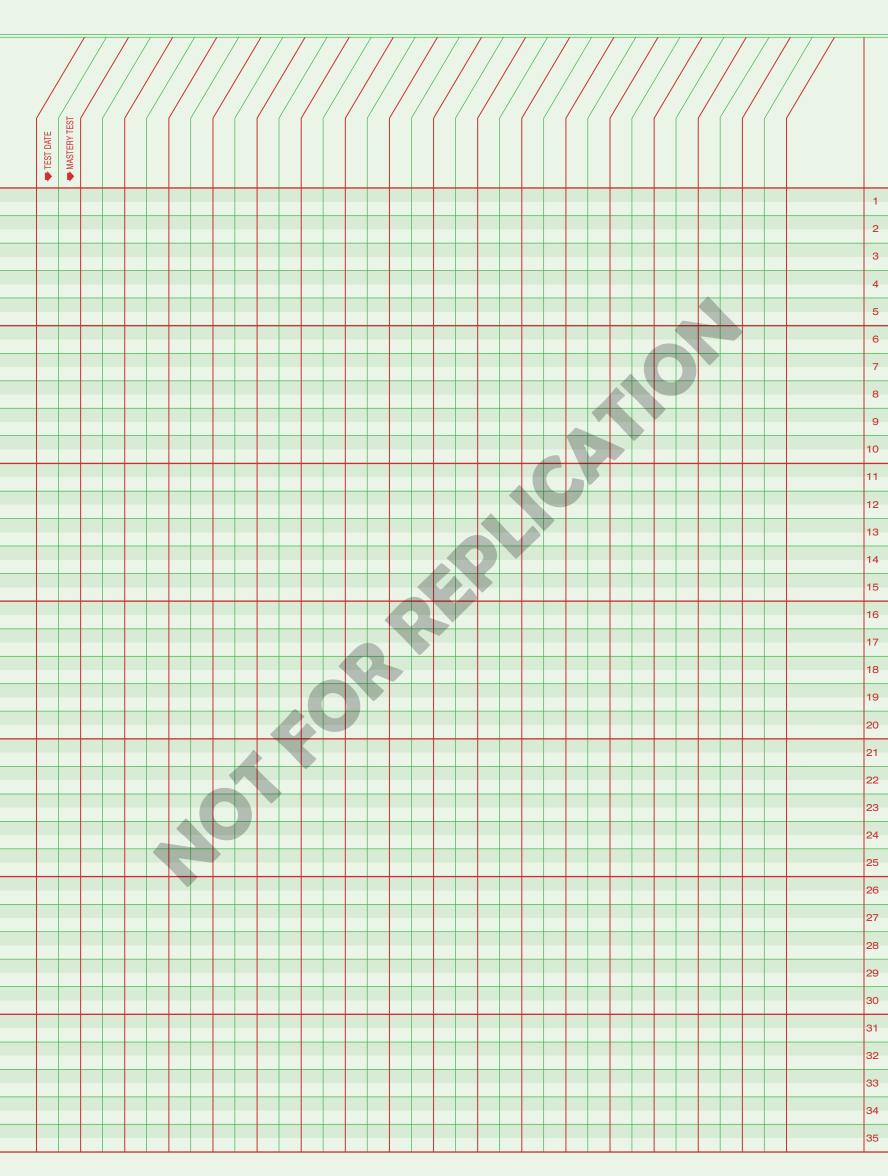


EXAMPLE SYMBOLS GRADES 6th WEEK 7th WEEK 8th WEEK 9th WEEK 10th WEEK **SEMESTER SUMMARY** YEAR SUMMARY M T W T F M T W T F M T W T F M T W T F M T W T F Period Period 2nd Semester Average Absent & Tardy Year Semester Average Absent & Tardy Absent & Tardy Year Average



EXAMPLE SYMBOLS GRADES 6th WEEK 7th WEEK 8th WEEK 9th WEEK 10th WEEK **SEMESTER SUMMARY** YEAR SUMMARY 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 Period Period 2nd Semester Average Absent & Tardy Year Semester Average Absent & Tardy Absent & Tardy Year Average

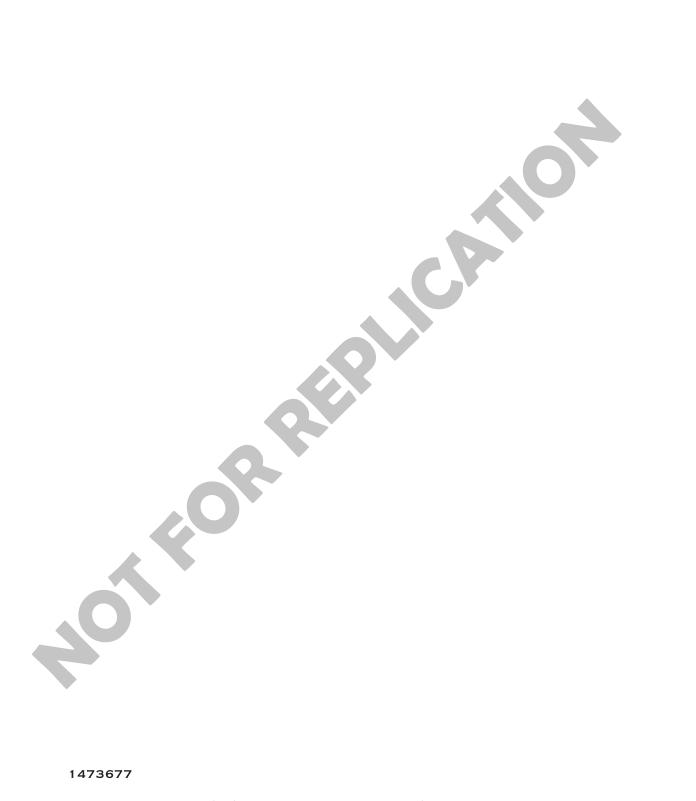
INSTRUCTIONS: Fill in each test date. If student passes test, a (✓) mark is to be inserted on the line with name. If test is not mastered, leave blank.		/		//	//													
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Make Up Work Assignment

NAME SUBJECT OR GRADE	DATE MISSED DATE MADE UP	ASSIGNMENT OF WORK TO BE MADE UP	NAME SUBJECT OR GRADE	DATE MISSED DATE MADE UP	ASSIGNMENT OF WORK TO BE MADE UP
SUBJECT ON GRADE	MADE UP		SUBJECT ON GNADE	MADE UP	





1473677

9/10 WEEK CLASS RECORD BOOK

MADE IN USA

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



