



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

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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Seating Plans

CLASS _____ PERIOD _____ ROOM _____

CLASS _____ PERIOD _____ ROOM _____

CLASS _____ PERIOD _____ ROOM _____

CLASS _____ PERIOD _____ ROOM _____

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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.

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6th WEEK					7th WEEK					8th WEEK					9th WEEK					10th WEEK					GRADES			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	Examination	Average	Grade	Absent & Tardy	Grade	Absent & Tardy	Semester Average	Absent & Tardy Total	1st Semester Average	Absent & Tardy	2nd Semester Average	Absent & Tardy	Examination	Year Average	Absent & Tardy Year	
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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																					

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▼ STUDENT ID. NO. AND/OR NAME ▼

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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.

▼ STUDENT ID. NO. AND/OR NAME ▼

TEST DATE

MASTERY TEST

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TEST DATE

MASTERY TEST

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9/10 WEEK CLASS RECORD BOOK

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



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