



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
1			
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Seating Plans

CLASS _____ PERIOD _____ ROOM _____

CLASS _____ PERIOD _____ ROOM _____

CLASS _____ PERIOD _____ ROOM _____

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Seating Plans

CLASS _____ PERIOD _____ ROOM _____

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CLASS _____ PERIOD _____ ROOM _____

CLASS _____ PERIOD _____ ROOM _____

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CLASS PERIOD	1st WEEK					2nd WEEK					3rd WEEK					4th WEEK					5th WEEK						
	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		
DATE	RECORD CALENDAR DATE ▶																										
GRADE																											
THE BLANK COLUMNS AT THE RIGHT MAY BE USED TO RECORD ASSIGNMENTS ▶																											
▼ STUDENT ID. NO. AND/OR NAME ▼																											
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9/10 WEEK CLASS RECORD BOOK

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



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