

HAMMOND & STEPHENS™

CLASS RECORD
& LESSON PLAN
COMBINATION BOOK

Form 1481867

NOT FOR REPLICATION

**CALENDAR
OF
IMPORTANT
SCHOOL
EVENTS**

MONTH	IMPORTANT DATES
SEPTEMBER	
OCTOBER	
NOVEMBER	
DECEMBER	
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	

NOT FOR REPLICATION

Class . . .

Seating Plan . . .

Period . . .

Class . . .

Period . . .

Class . . .

Period . . .

Class . . .

Period . . .

NOT FOR REPLICATION

Class . . .

Seating Plan . . .

Period . . .

Class . . .

Period . . .

Class . . .

Period . . .

Class . . .

Period . . .

NOT FOR REPLICATION

Class . . .

Seating Plan . . .

Period . . .

Class . . .

Period . . .

Class . . .

Period . . .

Class . . .

Period . . .

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**DAILY
SCHEDULE
OF
CLASSES**

FIRST SEMESTER SCHEDULE					
PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

SECOND SEMESTER SCHEDULE					
PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

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INVENTORY OF EQUIPMENT

DATE	DESCRIPTION OF ITEM	QUANTITY	SERIAL NUMBER	REMARKS
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STANDARDIZED TESTS

DATE	CLASS	TEST TITLE	NOTES

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DATES FOR REPORTING PUPIL ACHIEVEMENT

MARKING PERIOD	DATE FOR COMPLETION OF MARKING PERIOD	DATE FOR DISTRIBUTING REPORT CARDS	DATES FOR CONFERENCES WITH PARENTS

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RECORD OF TEXTBOOKS

CLASS	TITLE OF TEXTBOOK	NUMBER RECEIVED	DATE RECEIVED	NUMBER RETURNED	DATE RETURNED
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SUBJECT	MONDAY date	TUESDAY date	WEDNESDAY date
period . . .			
period . . .			
period . . .			
period . . .			
period . . .			
period . . .			
period . . .			

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THURSDAY
date

FRIDAY
date

Week of to

Remarks / notes / comments . . .

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SUBJECT	MONDAY date	TUESDAY date	WEDNESDAY date
period . . .			
period . . .			
period . . .			
period . . .			
period . . .			
period . . .			
period . . .			

NOT FOR REPLICATION

THURSDAY
date

FRIDAY
date

Week of to

Remarks / notes / comments . . .

NOT FOR REPLICATION

Class . . .

Seating Plan . . .

Period . . .

Class . . .

Period . . .

Class . . .

Period . . .

Class . . .

Period . . .

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