



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 Roster

STUDENT NAMES	PARENT/GUARDIAN NAMES	HOME PHONE	WORK 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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FIRST SEMESTER

No. In Class	A	B	C	D	F

GRADING PERIOD BEGINS _____ ENDS _____

Subject	1st WEEK					2nd WEEK					3rd WEEK					4th WEEK				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Indicate Calendar Date																				
Grade																				
THE BLANK COLUMNS AT THE RIGHT MAY BE USED TO INDICATE ASSIGNMENTS.																				
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FIRST SEMESTER

No. In Class	A	B	C	D	F

GRADING PERIOD BEGINS _____ ENDS _____

Subject	Indicate Calendar Date	7th WEEK					8th WEEK					9th WEEK					10th WEEK				
		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Grade																					
THE BLANK COLUMNS AT THE RIGHT MAY BE USED TO INDICATE ASSIGNMENTS.																					
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DISTRIBUTION	A	B	C	D	F	TOTAL
NUMBER RECEIVING						
PERCENT RECEIVING						100

No. In Class	A	B	C	D	F	

SECOND SIX WEEKS PERIOD

11th WEEK					12th WEEK					EXTRA DAYS/WEEK					REMARKS	Six Weeks Final	Daily Average	Test																		
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FIRST SEMESTER

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GRADING PERIOD BEGINS _____ ENDS _____

		13th WEEK					14th WEEK					15th WEEK					16th WEEK				
Subject																					
Indicate Calendar Date																					
Grade		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
THE BLANK COLUMNS AT THE RIGHT MAY BE USED TO INDICATE ASSIGNMENTS.																					
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SECOND SEMESTER

No. In Class	A	B	C	D	F

GRADING PERIOD BEGINS _____ ENDS _____

Subject	19th WEEK					20th WEEK					21st WEEK					22nd WEEK				
Indicate Calendar Date																				
Grade	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
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SECOND SEMESTER

No. In Class	A	B	C	D	F	

GRADING PERIOD BEGINS _____ ENDS _____

		25th WEEK					26th WEEK					27th WEEK					28th WEEK				
Subject																					
Indicate Calendar Date																					
Grade		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
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NOT FOR REPLICATION

SECOND SEMESTER

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GRADING PERIOD BEGINS _____ ENDS _____

		31st WEEK					32nd WEEK					33rd WEEK					34th WEEK				
Subject																					
Indicate Calendar Date																					
Grade		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
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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.

▶ TEST DATE
▶ MASTERY TEST

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TEST DATE

MASTERY TEST

NOT FOR REPLICATION

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1473659

6/7 WEEK CLASS RECORD BOOK

- 8 1/2" x 11"
- 40 STUDENTS
- 8 SUBJECT
- GREEN/RED



MADE IN USA