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 School Specialty  
*Planning & Student Development*

CLASS  
**RECORD**

.....  
[www.schoolspecialty.com](http://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
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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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Begins \_\_\_\_\_

Begins \_\_\_\_\_

Ends \_\_\_\_\_

Ends \_\_\_\_\_

Subject		1st WEEK					2nd WEEK					3rd WEEK					4th 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		
The Blank Columns at the Right May Be Used to Indicate Assignments	Text Book No.																						
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DISTRIBUTION	A	B	C	D	F	TOTAL
Number Receiving						
Percent Receiving						

No. in Class	A or E	B or S	C or M	D or I	F	Period

	5th WEEK					6th WEEK					EXTRA WEEK					Daily Average	Test	Grade
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DISTRIBUTION	A	B	C	D	F	TOTAL
Number Receiving						
Percent Receiving						

No. in Class	A or E	B or S	C or M	D or I	F	Period

	5th WEEK					6th WEEK					EXTRA WEEK					Daily Average	Test	Grade
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DISTRIBUTION	A	B	C	D	F	TOTAL
Number Receiving						
Percent Receiving						

No. in Class	A or E	B or S	C or M	D or I	F	Period

# FIRST SEMESTER

	5th WEEK					6th WEEK					EXTRA WEEK					Daily Average	Test	Grade	First Period	Second Period	Third Period	Semester Exam	Final		
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DISTRIBUTION	A	B	C	D	F	TOTAL
Number Receiving						
Percent Receiving						

No. in Class	A or E	B or S	C or M	D or I	F	Period

	5th WEEK					6th WEEK					EXTRA WEEK					Daily Average	Test	Grade
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
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DISTRIBUTION	A	B	C	D	F	TOTAL
Number Receiving						
Percent Receiving						

No. in Class	A or E	B or S	C or M	D or I	F	Period

	5th WEEK					6th WEEK					EXTRA WEEK					Daily Average	Test	Grade
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DISTRIBUTION	A	B	C	D	F	TOTAL
Number Receiving						
Percent Receiving						

No. in Class	A or E	B or S	C or M	D or I	F	Period

# SECOND SEMESTER

	5th WEEK					6th WEEK					EXTRA WEEK					Daily Average	Test	Grade	Fourth Period	Fifth Period	Sixth Period	Semester Exam	Final	
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F									
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## INDIVIDUAL STUDENT CLASS ATTENDANCE SUMMARY

	Text Book No.	FIRST PERIOD			SECOND PERIOD			THIRD PERIOD			FOURTH PERIOD			FIFTH PERIOD			SIXTH PERIOD			YEAR TOTAL				
		Days Present	Days Absent	Times Tardy	Days Present	Days Absent	Times Tardy	Days Present	Days Absent	Times Tardy	Days Present	Days Absent	Times Tardy	Days Present	Days Absent	Times Tardy	Days Present	Days Absent	Times Tardy	Days Present	Days Absent	Times Tardy		
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## 6 WEEK CLASS RECORD BOOK

- 8 1/2" x 11"
- 40 STUDENTS



MADE IN USA