

CLASS RECORD

Substitute Information

SCHOOL SCHEDULE		DISCIPLINE PROCEDURES
School Begins		
A.M. Break		
Lunch		
School Resumes		DISMISSAL PROCEDURES
P.M. Break		
Dismissal		
		EMERGENCY PROCEDURES
CLASSROOM SCHEDU	JLE	
Class Begins	No. of Students	
		DISASTER PROCEDURES
Class Ends		
		HEALTH/MEDICAL INFORMATION
		Student(s) with Special Needs
Lunch Time	Lunch Count	
GET HELP FROM		
Teacher(s)		
		Nurse Schedule
Student(s)		
		First Aid
		AUDIO-VISUAL EQUIPMENT PROCUREMENT PROCEDURES
Secretary		
Principal		
Counselor		NOTES
Nurse		
Custodian		
Transportation		

Student Information

	STUDENT NAMES	PARENT/GUARDIAN NAMES	HOME PHONE	EMERGENCY PHONE
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Parent Conferences

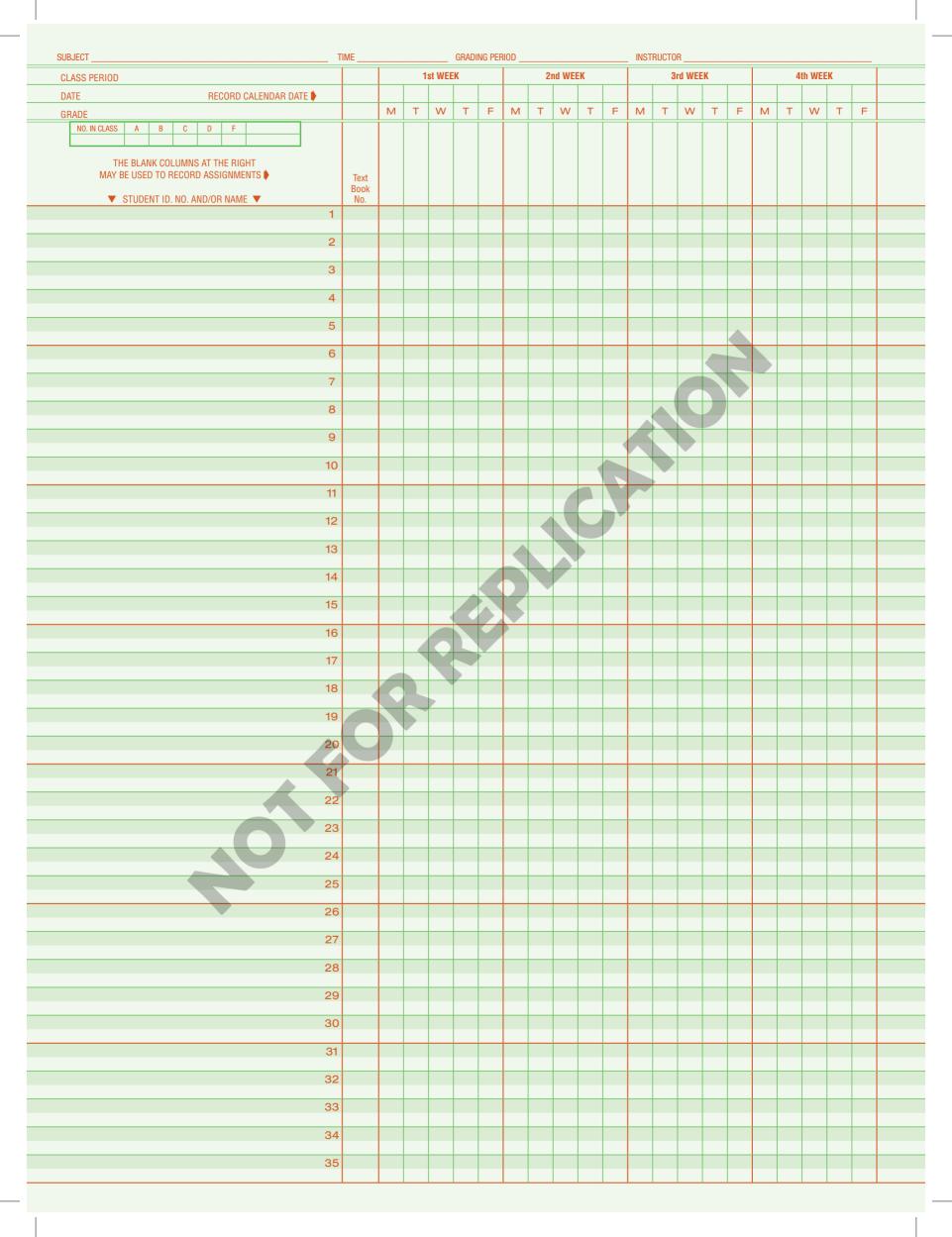
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Seating Plans

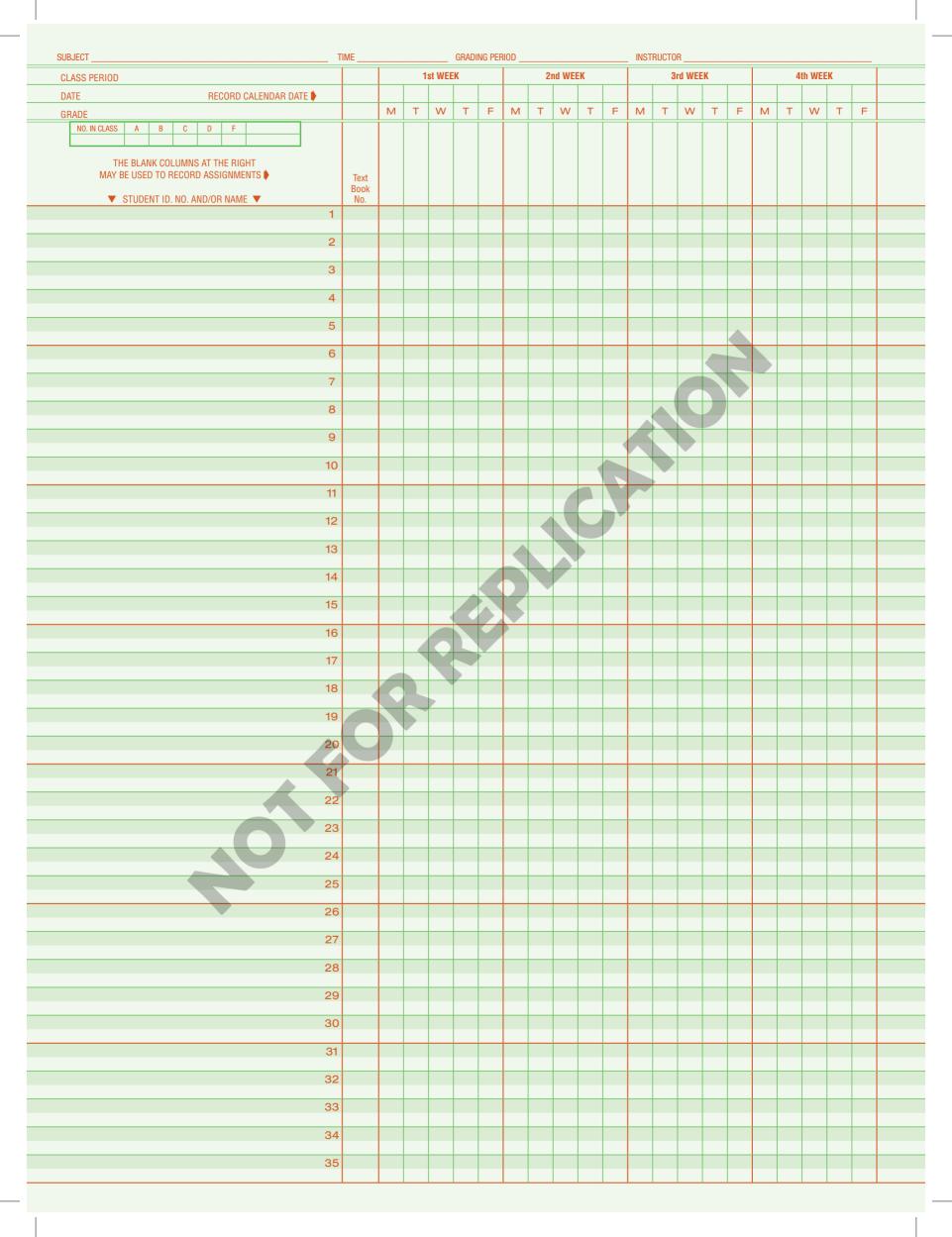
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Seating Plans

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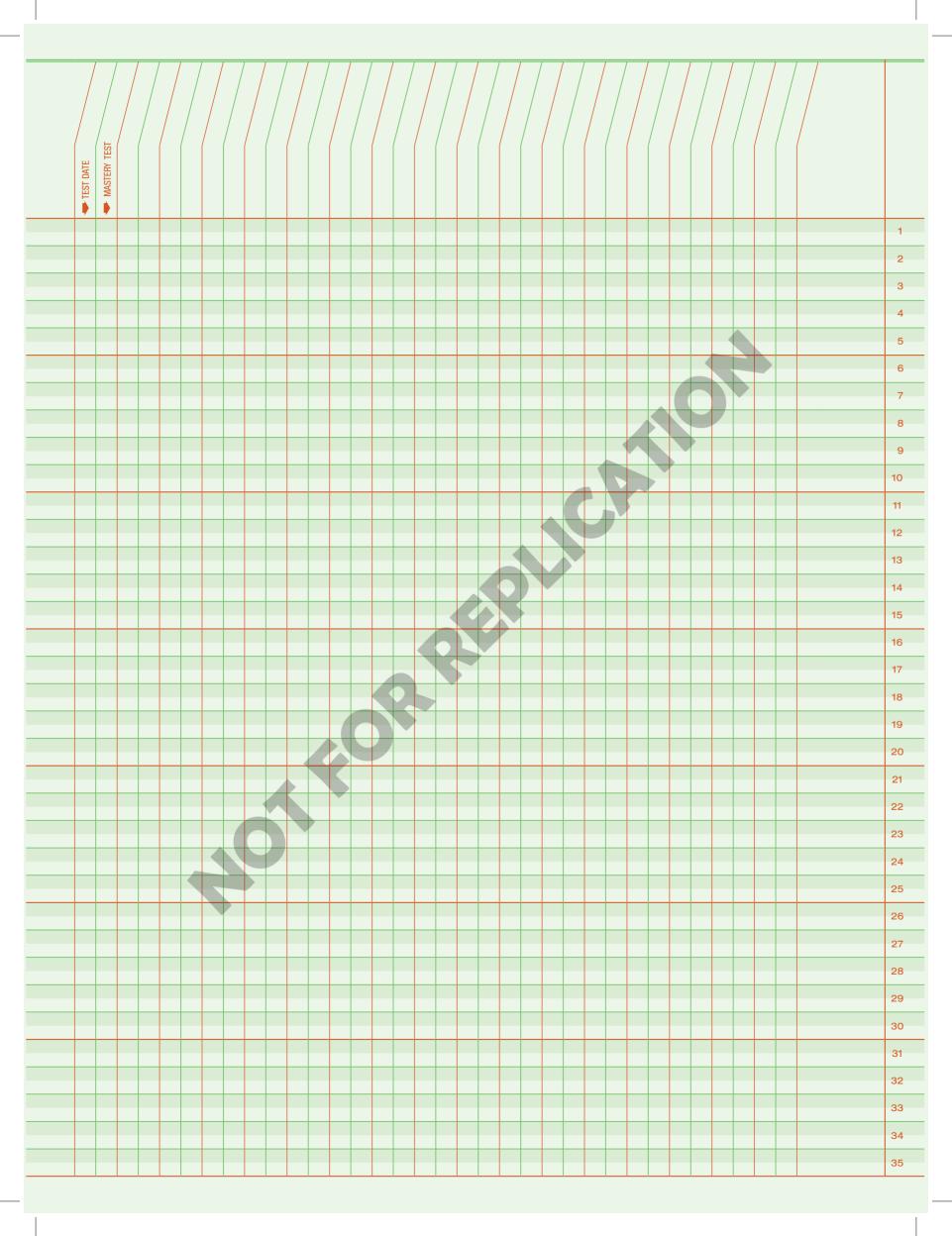


Z/ABSENT Z-/ABSENT UNEXCUSED T/TARDY Z+/ABSENT EXCUSED WITH ASSIGNMENT **EXAMPLE SYMBOLS** 5th WEEK 6th WEEK EXTRA DAYS OR WEEK GRADES SEMESTER SUMMARY YEAR SUMMARY M W F M Т W F M Т W Т F Period Period Period 2nd Semester Average 1st Semester Average Year Average 1 2 3 4 5 6 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35



Z/ABSENT Z-/ABSENT UNEXCUSED T/TARDY Z+/ABSENT EXCUSED WITH ASSIGNMENT **EXAMPLE SYMBOLS** 5th WEEK 6th WEEK EXTRA DAYS OR WEEK GRADES SEMESTER SUMMARY YEAR SUMMARY M W F M Т W F M Т W Т F Period Period Period 2nd Semester Average 1st Semester Average Year Average 1 2 3 4 5 6 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35

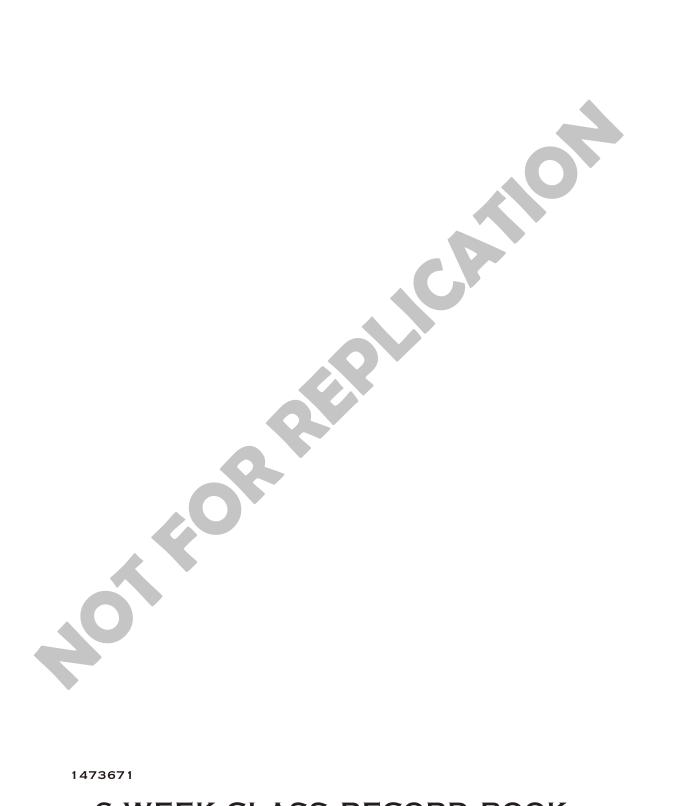
INSTRUCTIONS: Fill in each test date. If student passes test, a (✓) mark is to be inserted on the line with name. If test is not mastered, leave blank.																		
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Make Up Work Assignment

NAME	DATE MISSED	ASSIGNMENT OF WORK TO BE MADE UP	NAME	DATE MISSED	ASSIGNMENT OF WORK TO BE MADE UP
SUBJECT OR GRADE	DATE MADE UP	TO BE MADE UP	SUBJECT OR GRADE	DATE MADE UP	IO RE MADE OF
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6 WEEK CLASS RECORD BOOK

- 35 STUDENTS



