

Subject:

Section:

Assignment s

	1st week	2nd week	3rd week	4th week	5th week
Month/Date :					
Students:	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

1
2
3
4
5
6
7
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
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50

R6080

- 36 student names; for 6–8 week marking periods
- Extra column at end of each week for tests or weekend classes
- Perforated grade recording sheets—write once
- Teacher's daily schedule
- Supplementary data sheets & special duties

EMERGENCY PROCEDURES

Emergency Phone Numbers

FIRE **POLICE** **DOCTOR**

SPECIAL HEALTH INFORMATION OR PROBLEMS

DAILY PROCEDURES

SCHOOL VACATIONS

REPORT CARD MARKING PERIODS

	begins	ends	casts due	notes
1st				
2nd				
3rd				
4th				
5th				
6th				

HOLIDAYS (with movable dates)

Labor Day	Martin Luther King Day	Easter
Rosh Hashanah	Lincoln's Birthday	Memorial Day
Yom Kippur	President's Day	Others:
Columbus Day	Washington's Birthday	
Election Day	St. Patrick's Day	
Victoria's Day	Passover	
Thanksgiving Day	Ash Wednesday	
Chanukah	Good Friday	

*Use all holidays once by hand here. We have tried to list those with movable dates and have left room for you to fill in those we have not listed.