

**D595**

- Full day divided by morning and afternoon
- Substitute's page
- Daily schedule
- Supplementary data sheets
- Schedule of school events calendar

Afternoon

Teacher's daily schedule . . .

	Mon	Tue	Wed	Thur	Fri
1					
2					
3					
4					
5					
6					
7					
8					

Special duties . . .

Teacher's daily schedule . . .

	Mon	Tue	Wed
1			
2			
3			
4			
5			
6			
7			
8			

Special duties . . .

**SUBSTITUTE'S PAGE**

**Daily Procedures**

Opening	Noon
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Recess	Dismissal
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**Emergency Procedures**

Nurse's Schedule	Fire Drill
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First Aid	Storm Drill
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**Special Health Information or Problems**

Name	Notes

Source of Information	Pupils with Special Classes		
	Name	Class	Day/Time

Times for Teacher's Aide	Notes for the Substitute
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**Audio-Visual Equipment Procurement**

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Class . . . Seating Plan . . . Period . . .

Class . . .	Seating Plan . . .	Period . . .

Class . . . Period . . .

Class . . .	Period . . .

Class . . . Period . . .

Class . . .	Period . . .

Class . . . Period . . .

Class . . .	Period . . .

Absences:

Materials rec