



RECORD BOOK

Name		 	
School _		 	
Grade/Su	bject	 	
Room		 	
School Ye	ear	 	
Address		 	
Phone _			

About Your Record Book

Student Roster (pages 2 and 3)

Record both student and parent or guardian names and addresses. Make a special note of differences in last names when appropriate. You may wish to list siblings and their grades if they attend your school. Notes may include special needs children and medications necessary.

Monthly Reminders (page 4 and 5)

Use this chart as a quick reference. Record significant events and upcoming meetings, appointments, conferences, seminars, etc.

Class Record (pages 6-63)

The class record is designed to provide organized space for recording daily notations or grades for assignments, tests, attendance, tardies, participation, etc. Each page contains a five-week block of spaces so that a student's record for an entire quarter of ten weeks can be read on facing pages. Summary columns for recording total attendance, tardies, and grades appear on the right-hand facing page for each ten-week period.



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