RECORD BOOK

Name _____

School _____

Grade/Subject _____

Room _____

School Year _____

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.

Student's Name	Parent's Name	Address
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.		

Week of _____

Week	Week____					Week____					Week____					Week____					Week____				
Day	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
Date																									
Assignments or Attendance																									
Name																									
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																									