

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.

Parent Communication (page 4)

Make copies of this form and keep a Parent Communication file handy as a record of contacts with parents regarding students' academic progress and/or areas of concern.

Monthly Reminders (page 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.

Teacher Created Resources, Inc.

6421 Industry Way
Westminster, CA 92683
www.teachercreated.com

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Reprinted, 2005
Made in U.S.A.

ISBN 0-7439-3205-6

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Cover Design: Barb Lorseydi

Imaging: James Edward Grace

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Monthly Reminders



August		September	
Date	Notes	Date	Notes

October		November	
Date	Notes	Date	Notes

December		January	
Date	Notes	Date	Notes

February		March	
Date	Notes	Date	Notes

April		May	
Date	Notes	Date	Notes

June		July	
Date	Notes	Date	Notes



Week of _____

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																									
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