

# Record Book



This lesson plan book belongs to:

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.



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# Parent Communication

Parents' Names: \_\_\_\_\_

Student Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

## Communications

Date	Initiator	Comments	Contact	Response	Follow-up	Date

# 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																									
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