



Seating Chart

This is a diagram of where students should be seated.

A large, empty rectangular area with a thin black border, intended for drawing a seating chart.



Daily Procedures

Before School Procedures/Extra Duties for the Day

Before School

Write your name on the board.

Review the Classroom Rules.

Locate and review the school evacuation map.

Read through the lesson plans left by the permanent teacher.

Locate books, papers, and materials that will be needed throughout the day.

Study the seating chart.

Other:

Extra Duties for the Day

Bus Duty:

Recess Duty:

Lunch Monitor:

Hall Monitor:

Other:





Daily Procedures

Location of Class Materials/Homework and Class Assignments

Location of Class Materials

Teacher Manuals:

Art Supplies:

Audio-Visual Equipment:

Other Important Materials:

Homework and Class Assignments

- Leave for me to check
- You check and return to students
- Have students check their own
- Have students trade papers to check
- You check and leave for me to review
- Other





People to Know

Listed below are names and room numbers of individuals who can answer questions.

Name of Teacher	Room Number

Name of Student

Volunteer Schedule

Monday	Tuesday	Wednesday	Thursday	Friday



Lesson Plan

Please follow this lesson.

Lesson: [_____]

Time: [_____] **Location of materials** [_____]

Objective: [_____]

Step-by-step Procedures

1. _____

2. _____

3. _____

4. _____

5. _____

Teaching Strategy

- | | |
|-------------------------------------|--|
| <input type="radio"/> Brainstorming | <input type="radio"/> Concept Mapping |
| <input type="radio"/> KWL | <input type="radio"/> Cooperative Learning |
| <input type="radio"/> Questioning | <input type="radio"/> Audio Visual Materials |
| <input type="radio"/> Other _____ | |

Desired Assessment

- | | |
|--|---|
| <input type="radio"/> Leave for me to check | <input type="radio"/> You check and return to students |
| <input type="radio"/> Have students check their own | <input type="radio"/> Have students trade papers to check |
| <input type="radio"/> You check and leave for me to review | |
| <input type="radio"/> Other _____ | |

