

Teacher Planner

Week at a Glance

WEEK OF		DUTY THIS WEEK		SPECIAL EVENTS
TOP PRIORITIES				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
PLANS				
MEETINGS				
TO DO				

Daily Plan

DATE		SCHOOL DAY NUMBER	DUTY
TIME	CLASS OR SUBJECT	PLAN AND NOTES	
TO DO		NOTES	
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GET READY FOR TOMORROW			

To Do and Notes

WEEK OF		DEADLINES THIS WEEK	
TO DO		NOTES	
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STUDENTS TO CHECK IN WITH		COPIES AND SUPPLIES	

Important Contacts

SCHOOL		OFFICE PHONE		ATTENDANCE LINE
ROLE	NAME	PHONE OR EXT.	EMAIL	NOTES
Principal				
Assistant Principal				
Front Office				
Nurse				
Counselor				
Special Education				
Librarian				
Tech Support				
Custodian				
Grade Level Team				
Substitute Line				