

Example:

Time	Wednesday
8:30-8:50 a.m.	SEL – Class Meeting (Teams)
8:50- 9 a.m.	Break
9-10 a.m.	ELA (Teams)
10-10:30 a.m.	Break
10:30-11:30 a.m.	Small Group Work/Independent Learning (SeeSaw)
11:30-12:15 p.m.	Lunch
12:15-1:45 p.m.	Small Group Work/Independent Learning (SeeSaw)

Enter your schedule in this chart:

Time	Wednesday

Contacts:

Principal/AP email and phone: _____

Office Professional(s) email and phone: _____

Grade-level team emails and phone: _____

Specialists email and phone _____

IAs email and phone: _____

Important Links including to resources:

SeeSaw Link for Co-Teaching	
Specialist Link – PE (for sharing with students)	
Specialist Link – Music (for sharing with students)	
Specialist Link – Art (for sharing with students)	
Other Links	

My Students:

- Student roster/attendance process

- Notes about students (e.g., small group rosters/schedule, notes on any special requirements)

Classroom Management Plan:

Brief summary of classroom management plan:

Lesson Plans:

Synchronous lesson plans for the days absent:

- Welcome activity: _____
- Lesson goal(s): _____
- Content resources: _____
- Closing: _____

Asynchronous activities for the days absent:

- Name of Activity: _____
- Type of Activity: _____
- Expectations on when completed: _____

Homework assignments w/due dates:

Troubleshooting guide (frequent issues/problems):