



**Example:**

Time	Wednesday
9-X:XX a.m.	Period X – (type of activity)
X:XX-X:XX a.m.	Period X – (type of activity)
X:XX-X:XX a.m.	Period X – (type of activity)
X:XX-X:XX a.m.	Period X – (type of activity)
X:XX-X:XX p.m.	Lunch
X:XX-X:XX p.m.	Period X – (type of activity)
X:XX-X:XX p.m.	Period X – (type of activity)
X:XX-X:XX p.m.	Period X – (type of activity)
X:XX-X:XX p.m.	Period X – (type of activity)

**Enter your schedule in this chart:**

Time	Wednesday

**Contacts:**

Principal/AP email and phone: \_\_\_\_\_

Office Professional(s) email and phone: \_\_\_\_\_

Department team emails and phone: \_\_\_\_\_

IAs email and phone: \_\_\_\_\_

**Important Links to Resources:**

Period 1	_____
Period 2	_____
Period 3	_____
Period 4	_____
Period 5	_____
Period 6	_____
Period 7	_____
Period 8	_____

**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):**