

Red Planning Book Checklist

HS/EHS

√	***Please keep notebook in this order and containing only the items listed***	Check each item when reviewing: If an item is present: √; if an item is missing: ✗. If an item is missing please explain in the comments section.							
		COMMENTS							
	Daily Schedule								
	Program Calendar								
	Monthly Duties #1104								
	Lesson Plan Weekly Schedule #1190 (HS/EHS)								
	Lesson Plan (previous weeks) # 1017 (HS) #7017 (EHS)								
	Language and Literacy Quick Check # 0001 (ONLY:HS/EHS-classrooms 15 months and up)								
	Date Reviewed								
	Reviewer Initials								

*****Place this Form in the Front of the Notebook.**

*****Keep Notebook locked up to insure confidentiality.**