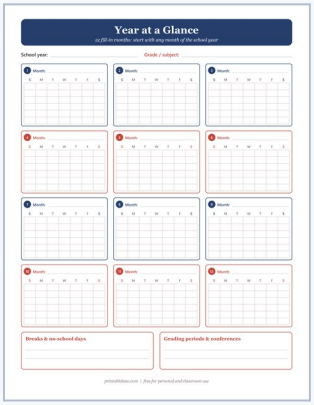
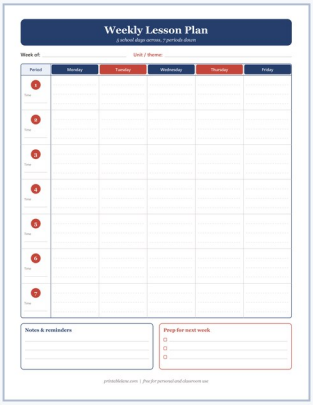
FREE PRINTABLE

Teacher Planner

10 undated pages for any school year

lesson plans | roster & seating | gradebook | attendance | sub info

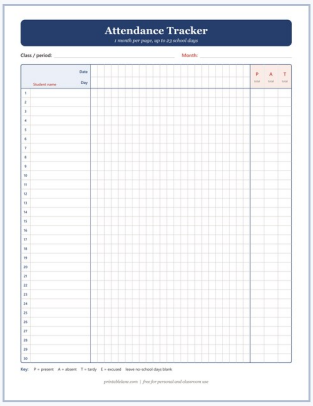








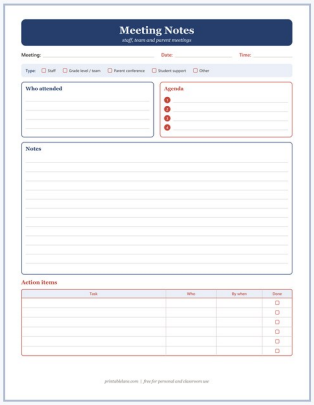












Year at a Glance

12 fill-in months: start with any month of the school year

School year: _____ Grade / subject: _____

1 Month: _____

S	M	T	W	T	F	S

2 Month: _____

S	M	T	W	T	F	S

3 Month: _____

S	M	T	W	T	F	S

4 Month: _____

S	M	T	W	T	F	S

5 Month: _____

S	M	T	W	T	F	S

6 Month: _____

S	M	T	W	T	F	S

7 Month: _____

S	M	T	W	T	F	S

8 Month: _____

S	M	T	W	T	F	S

9 Month: _____

S	M	T	W	T	F	S

10 Month: _____

S	M	T	W	T	F	S

11 Month: _____

S	M	T	W	T	F	S

12 Month: _____

S	M	T	W	T	F	S

Breaks & no-school days

Grading periods & conferences

Weekly Lesson Plan

5 school days across, 7 periods down

Week of: _____ Unit / theme: _____

Period	Monday	Tuesday	Wednesday	Thursday	Friday
1 Time _____					
2 Time _____					
3 Time _____					
4 Time _____					
5 Time _____					
6 Time _____					
7 Time _____					

Notes & reminders

Prep for next week

- ☐ _____
- ☐ _____
- ☐ _____

Daily Lesson Plan

times, lessons and materials for one school day

Date: _____ Day: _____ Room: _____

Time	Subject	Lesson & objective	Materials
			☐ ☐
			☐ ☐
			☐ ☐
			☐ ☐
			☐ ☐
			☐ ☐
			☐ ☐
			☐ ☐
			☐ ☐

To prepare

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Check in with

Notes

Class Roster & Seating Chart

32 roster lines and 30 desks you can rename

Class / period: _____ Room: _____ Year: _____

#	Student name	Notes
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

#	Student name	Notes
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		

Seating chart

write names in pencil so you can move seats

FRONT OF ROOM / BOARD

Gradebook

30 students, 15 assignment columns and an average

Class / subject: _____ **Grading period:** _____

	Student name	Assignment / Date / Points possible	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Avg. or %
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
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23																		
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25																		
26																		
27																		
28																		
29																		
30																		

Tip: write the topic in each Assignment box, and points as earned / possible.

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Attendance Tracker

1 month per page, up to 23 school days

Class / period: _____ **Month:** _____

	Student name	Date / Day																							P total	A total	T total
1																											
2																											
3																											
4																											
5																											
6																											
7																											
8																											
9																											
10																											
11																											
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27																											
28																											
29																											
30																											

Key: P = present A = absent T = tardy E = excused leave no-school days blank

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Parent Contact Log

every call, email, note and meeting in one place

Class / period: _____ **School year:** _____

Date	Student	Parent / guardian	How	Reason & notes	Follow up
			○ Call ○ Email ○ Note ○ Meeting		Done ☐ By:
			○ Call ○ Email ○ Note ○ Meeting		Done ☐ By:
			○ Call ○ Email ○ Note ○ Meeting		Done ☐ By:
			○ Call ○ Email ○ Note ○ Meeting		Done ☐ By:
			○ Call ○ Email ○ Note ○ Meeting		Done ☐ By:
			○ Call ○ Email ○ Note ○ Meeting		Done ☐ By:
			○ Call ○ Email ○ Note ○ Meeting		Done ☐ By:
			○ Call ○ Email ○ Note ○ Meeting		Done ☐ By:
			○ Call ○ Email ○ Note ○ Meeting		Done ☐ By:
			○ Call ○ Email ○ Note ○ Meeting		Done ☐ By:
			○ Call ○ Email ○ Note ○ Meeting		Done ☐ By:

Keep this page private: it holds family names and contact notes.

Substitute Teacher Info

everything a sub needs to run your day

Teacher & room

Teacher: _____

Grade / subject: _____

Room: _____

Office extension: _____

Helpful teacher nearby: _____

Where to find

Lesson plans: _____

Seating chart: _____

Class lists: _____

Emergency folder: _____

Extra work: _____

Daily schedule

Time	Class / subject	Where	Notes

Classroom routines

Attendance: _____

Restroom: _____

Lunch & recess: _____

Dismissal: _____

Early finishers: _____

Helpful students

1. _____
2. _____
3. _____

Duties today (bus, hall, lunch):

_____

Emergency steps & notes for today

_____

_____

_____

_____

_____

_____

To-Do & Copies List

tasks, grading and the copy room on 1 page

Week of: _____ Copy deadline: _____

To do

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

To grade & return

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Copies to make

circle: B&W or color, 1 or 2 sided

Item / pages	Copies	Print	Needed by	Done
		○ B&W ○ Color ○ 1-sided ○ 2-sided		☐
		○ B&W ○ Color ○ 1-sided ○ 2-sided		☐
		○ B&W ○ Color ○ 1-sided ○ 2-sided		☐
		○ B&W ○ Color ○ 1-sided ○ 2-sided		☐
		○ B&W ○ Color ○ 1-sided ○ 2-sided		☐
		○ B&W ○ Color ○ 1-sided ○ 2-sided		☐
		○ B&W ○ Color ○ 1-sided ○ 2-sided		☐
		○ B&W ○ Color ○ 1-sided ○ 2-sided		☐

Emails & calls

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Supplies to get

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Meeting Notes

staff, team and parent meetings

Meeting: _____ Date: _____ Time: _____

Type: ☐ Staff ☐ Grade level / team ☐ Parent conference ☐ Student support ☐ Other

Who attended

Agenda

1.
2.
3.
4.

Notes

Action items

Task	Who	By when	Done
			☐
			☐
			☐
			☐
			☐
			☐