GENERAL EDUCATION · CLASSROOM TEACHERS

EDITABLE

Class List Template



16 PAGES | ROSTER & SEATING CHART | FAMILY FORM & CONTACT LOG | FILLABLE PDF

BRIGHT PATH SPED

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What Is Inside, and Where

16 pages: two sections and a worked example. No page here states a district policy or a legal requirement — every one of those is your own call, with a blank line to write it on.

Before you begin

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TWO ROSTERS, ONE CLASS

The full roster (page 6): every family's contact information, for the teacher's own use.

The quick reference (page 7): names and one note each, with no contact information, for anyone else covering the room.

FILLABLE AND PRINTABLE, EVERY PAGE

Type into any page, or print it and use a pen. Fill the roster, seating chart and back-to-school form in once; print the contact log and notes pages again whenever the current copy fills up.

WHERE A BLANK LINE BELONGS TO YOUR SCHOOL, NOT THIS FILE

This file never sets a school or district's own policy for pickup, attendance, communication or records. Every place a building's own rule would go stays a blank line, filled in by you, not assumed by this file.

☆ START HERE Start Here — Three Steps

Ninety seconds of reading. Set the roster up once, in the first weeks of the year; the rest is ready whenever it is needed.

1

Set up the class once

Fill in the full roster (page 6) as family information forms (page 10) come back, and build the seating chart (page 8) once names are in.

Print the quick reference roster (page 7) separately; it carries no phone numbers, emails or addresses, so it is the one to leave on the desk for anyone else.

2

Keep the year's communication in one place

Send the welcome letter (page 11) in the first week, and log every call, email, text or note home on the contact log (page 12) as it happens.

3

Check the snapshot, use the notes page

Open the class snapshot (page 13) any time a quick count is needed; it is read straight off the roster, not re-typed.

The notes page (page 14) is open space for anything the other pages do not have a column for.

WHAT THIS FILE IS

A fillable PDF: a full class roster, a privacy-safe quick-reference roster, a seating chart, a back-to-school family information form, a welcome letter, a parent contact log, a class snapshot and a notes page — one place for the paperwork a classroom teacher usually rebuilds every August. It works offline, with no account or subscription, and every page also prints blank for a pen.

WHAT THIS FILE IS NOT

Not a lesson-plan file, a gradebook, or a curriculum. It does not set a school or district's own policy for pickup, attendance or communication — every blank for a building's own rule stays a blank, for your school to fill in.

THE RULE EVERY PAGE IN THIS FILE FOLLOWS

No health information is pre-filled anywhere. The allergy/medical-note column on the roster is always blank in this template; a family or the school nurse fills it in, and it is never calculated or assumed by this file.

IF SOMETHING DOES NOT WORK

The text disappears when I close it. It was opened in something that fills fields but does not save them. Open it in Acrobat Reader and use Save As.
My class runs longer than one roster page. Print page 6 twice and number the rows straight through.
Anything else — the **Ask a Question** tab on the product page. Every question is read, and a fix to the file is a free update.

PRIVACY, AND WHERE THIS FILE LIVES

A filled-in roster is a record of real children's names and family contact information. Keep the completed file in a secure place, follow your school's own records policy, and share only the quick-reference roster — never the full roster — with anyone outside your own classroom routine.

ROSTER

Full Class Roster & Family Contact Information

20 rows: one per student, with the people and numbers a classroom actually needs on the first day and every day after. The detailed, whole-class version.

TEACHER _____ GRADE / ROOM _____ SCHOOL YEAR _____

#	STUDENT	PARENT / GUARDIAN	PHONE	EMAIL	EMERGENCY CONTACT & PHONE	BIRTHDAY	ALLERGY / MEDICAL NOTE	BUS / DISMISS
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

WHAT GOES IN EACH COLUMN

Birthday is month and day only — no year is asked for or needed. The allergy / medical note cell starts blank in this template; copy into it only what a family or the school nurse has already told you, in their own words.

IF THE CLASS RUNS LONGER THAN ONE PAGE

Print this page twice and number the rows straight through; the snapshot (page 13) only needs the totals.

SETUP

Seating Chart

TEACHER / CLASS

TERM

UPDATED

FRONT OF ROOM — BOARD / TEACHER'S DESK

Seat 1	Seat 2	Seat 3	Seat 4	Seat 5
Seat 6	Seat 7	Seat 8	Seat 9	Seat 10
Seat 11	Seat 12	Seat 13	Seat 14	Seat 15
Seat 16	Seat 17	Seat 18	Seat 19	Seat 20
Seat 21	Seat 22	Seat 23	Seat 24	Seat 25
Seat 26	Seat 27	Seat 28	Seat 29	Seat 30

USING THIS GRID

Thirty seats, five across. Write a student's name on the blank line in any seat; leave a seat blank if the class is smaller, or reuse the grid for a table-groups layout instead of rows.

WHY THIS SEAT, THIS TERM

KEEPING THE CHART CURRENT

- [ ] Update the names when a seat changes, not just at the start of the term.
- [ ] Note a planned move here before it happens, not from memory after.
- [ ] Pair any change with the quick reference roster (page 7) so the two stay in sync.

SETUP

Back-to-School Family Information Form

Sent home in the first week; a family fills this in and sends it back, so the roster on page 6 is built from their own words, not a guess.

STUDENT'S NAME

GRADE / ROOM

SCHOOL YEAR

PEOPLE WHO MAY PICK UP MY CHILD (BESIDES A PARENT/GUARDIAN ALREADY LISTED ABOVE)

#	NAME	RELATIONSHIP TO STUDENT	PHONE
1			
2			
3			

PREFERRED NAME / NICKNAME

HOW MY CHILD USUALLY GETS HOME (BUS, CAR, WALKER, PROGRAM)

BEST WAY TO REACH ME

ANYTHING THE SCHOOL NURSE OR OFFICE SHOULD KNOW

BIRTHDAY (MONTH / DAY)

HOME LANGUAGE SPOKEN

INTERPRETER HELPFUL AT CONFERENCES? (YES / NO)

SIBLINGS ALSO AT THIS SCHOOL

WAYS I COULD GET INVOLVED THIS YEAR

- [ ] Classroom volunteer (reading, projects, classroom parties)
- [ ] Field trip chaperone
- [ ] Classroom supplies, as needed
- [ ] Family / parent group at the school

QUESTIONS I HAVE BEFORE THE FIRST DAY

TWO THINGS I'D LOVE YOU TO KNOW ABOUT MY CHILD THIS YEAR

TRACKER

Class Snapshot

What the roster actually says, turned into a few counts: nothing here is a number this file supplies for you.

TEACHER / CLASS

AS OF

COUNTED BY

CLASS SNAPSHOT, BY THE NUMBERS

COUNT	NUMBER	SOURCE
Students enrolled		Page 6, every row used
Birthdays this month		Page 6
Allergy / medical notes on file		Page 6
Bus riders		Page 6
Car / walker pickups		Page 6
Open items on the contact log		Page 12

BIRTHDAYS BY MONTH, CARRIED FORWARD FROM THE ROSTER

#	MONTH	STUDENTS WITH A BIRTHDAY
1		
2		
3		
4		
5		
6		

WHERE EVERY NUMBER ON THIS PAGE COMES FROM

Every count above is read straight off the full roster (page 6) and the contact log (page 12), not estimated. Recount after any add or drop.

WHEN TO RUN THIS PAGE

Once a month is enough for most classrooms, or any time before a family event, a field trip, or a count a school office asks for.

WORTH FLAGGING THIS MONTH

EXAMPLE

A Class, Filled In (Invented Example)

SAMPLE · INVENTED STUDENT

Ms. Rivera's class and every student below are invented, and so is every number on this page. Every total can be re-added from the rows above it.

FULL ROSTER (PAGE 6) — MS. RIVERA'S CLASS, 6 STUDENTS, ALL INVENTED

#	STUDENT	PARENT / GUARDIAN	PHONE	BIRTHDAY	ALLERGY / MEDICAL NOTE	BUS / DISMISSAL
1	Maya Chen	Lin Chen	(555) 010-2231	Oct 3	–	Bus 14
2	Jordan Ames	Pat Ames	(555) 010-5541	Nov 19	Peanut allergy — see front office plan	Car pickup
3	Harper Sol	Noor Sol	(555) 010-7765	Oct 28	–	Bus 14
4	Theo Brandt	Elise Brandt	(555) 010-3321	Dec 2	–	Walker
5	Priya Nair	Asha Nair	(555) 010-8890	Oct 15	Asthma inhaler in office — see nurse plan	Car pickup
6	Sam Ortiz	Lucia Ortiz	(555) 010-4456	Jan 8	–	Bus 14

QUICK REFERENCE ROSTER (PAGE 7) — SAME CLASS, NO CONTACT INFORMATION

#	STUDENT	SEAT / TABLE	ONE NEED-TO-KNOW NOTE
1	Maya Chen	Table 2	Bus 14
2	Jordan Ames	Table 1	Peanut allergy — epi-pen in office; car pickup only
3	Harper Sol	Table 3	Bus 14
4	Theo Brandt	Table 2	Walks home with an older sibling
5	Priya Nair	Table 1	Asthma inhaler in office; car pickup only
6	Sam Ortiz	Table 3	Bus 14

CLASS SNAPSHOT (PAGE 13)

COUNT	NUMBER
Students enrolled	6
Birthdays in October (this example's month)	3
Allergy / medical notes on file	2
Bus riders	3
Car / walker pickups	3

WHAT THE NUMBERS SAY, AND WHAT THEY DO NOT

Of the 6 students, 3 have birthdays in October (this example's month) and 2 carry an allergy or medical note on file — Jordan Ames's and Priya Nair's, both invented and both pointing to a plan already on file at the school, not described here. 3 ride the bus, 3 are picked up by car or walk, and the quick reference roster repeats the bus and pickup information but drops every phone number, email and address.