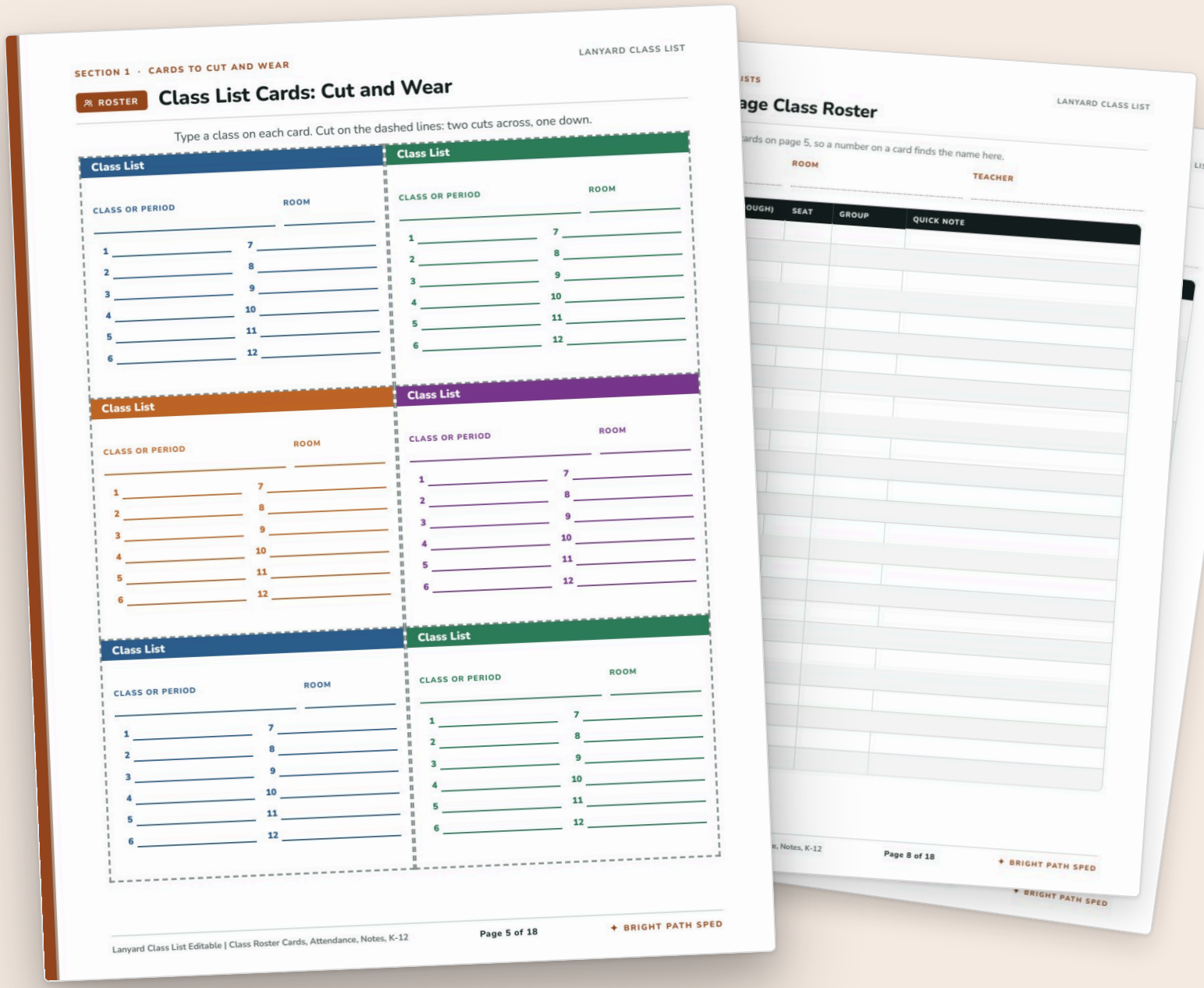
CLASSROOM ROUTINES · GRADES K–12

EDITABLE

Lanyard Class List



18 PAGES | CUT-APART CARDS | ATTENDANCE | FILLABLE PDF

✦ BRIGHT PATH SPED

CONTENTS

What Is Inside, and Where

18 pages: cards to wear, desk lists, notes and counts, and a binder set.

Before you begin

PAGE 4



Start Here — Three Steps
START HERE
4

01 Cards to Cut and Wear

PAGES 5–7



Class List Cards: Cut and Wear
ROSTER
5



Quick Notes Cards: Cut and Wear
NOTES
6



Attendance Cards: Cut and Wear
TRACKER
7

02 Full-Page Lists

PAGES 8–11



Full-Page Class Roster
ROSTER
8



Weekly Attendance Grid
TRACKER
9



My Day: Schedule and Rooms
REFERENCE
10



Dismissal and Pickup List
LOG
11

03 Notes, Hand-Off and Counts

PAGES 12–15



Quick Notes Log
LOG
12



Note for the Substitute
NOTES
13



Weekly Count Roll-Up
TRACKER
14



Quick Notes: Phrase Bank
REFERENCE
15

04 Example and Binder

PAGES 16–17



A Week With One Class, Filled In
EXAMPLE
16



Binder Cover and Tabs
ORGANIZER
17

WHICH PAGE, WHEN

Cards to wear: pages 5, 6 and 7. Desk lists: roster page 8, attendance page 9, schedule page 10, dismissal page 11. Notes: page 12. For a sub: page 13. Counts: page 14. The cards (pages 5 to 7) and the tabs (page 17) are cut apart.

☆ START HERE Start Here — Three Steps

Type the class once, print on card stock, and the list goes where you go.

1

Make your cards

Open the file in Adobe Acrobat Reader (free) or Preview on a Mac — not a browser tab, which may fill fields and then not save them.

Type the class on page 5, the notes on page 6 and the attendance on page 7. Print on card stock and cut on the dashed lines. Each card is about 3.5 by 2.8 inches.

2

Wear them

Slip the cards into a badge holder, or punch a hole and thread them on a ring or lanyard.

Keep the full list, the week of attendance and your schedule at the desk (pages 8 to 11).

3

Count and hand off

Copy the day's numbers to the roll-up on page 14.

Leave page 13 on the desk for anyone covering your room.

WHAT THIS FILE IS

A fillable PDF. The fields are built into the document itself, so it works offline with no account or subscription and looks the same on every machine that opens it.

WHAT THIS FILE IS NOT

It is not a Google Sheets file, a Google Doc, or an Excel workbook, and it does not add up the counts for you. You can type in it and print it; you cannot drag the boxes around or restyle the page.

THE RULE EVERY PAGE FOLLOWS

These pages are working paper. Your school's attendance system is the official record, and its rules for student names, pickup and privacy are the ones to follow. Dismissal has a blank line for them on page 11.

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 printer cuts off the border. Print at 100 percent, not "fit to page."
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.

KEEP NAMES PRIVATE

A card with names is worn on you, so first names or numbers are enough. Nothing about health is filled in, and nothing here asks for it.

ALSO IN THE STORE

A full roster with seating chart and family contacts is the Class List Template, and hall passes are the Bathroom Pass. This file is the list you carry.

ROSTER

Class List Cards: Cut and Wear

Type a class on each card. Cut on the dashed lines: two cuts across, one down.

Class List

CLASS OR PERIOD _____ ROOM _____

1 _____ 7 _____
2 _____ 8 _____
3 _____ 9 _____
4 _____ 10 _____
5 _____ 11 _____
6 _____ 12 _____

Class List

CLASS OR PERIOD _____ ROOM _____

1 _____ 7 _____
2 _____ 8 _____
3 _____ 9 _____
4 _____ 10 _____
5 _____ 11 _____
6 _____ 12 _____

Class List

CLASS OR PERIOD _____ ROOM _____

1 _____ 7 _____
2 _____ 8 _____
3 _____ 9 _____
4 _____ 10 _____
5 _____ 11 _____
6 _____ 12 _____

Class List

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Class List

CLASS OR PERIOD _____ ROOM _____

1 _____ 7 _____
2 _____ 8 _____
3 _____ 9 _____
4 _____ 10 _____
5 _____ 11 _____
6 _____ 12 _____

Class List

CLASS OR PERIOD _____ ROOM _____

1 _____ 7 _____
2 _____ 8 _____
3 _____ 9 _____
4 _____ 10 _____
5 _____ 11 _____
6 _____ 12 _____

TRACKER

Attendance Cards: Cut and Wear

Write the numbers from the class list card. Cut on the dashed lines: two cuts across, one down.

Attendance

DATE _____ CLASS _____

ON MY LIST _____ HERE TODAY _____

ABSENT (WRITE THE NUMBERS) _____

LATE (WRITE THE NUMBERS) _____

LEFT EARLY (WRITE THE NUMBERS) _____

Attendance

DATE _____ CLASS _____

ON MY LIST _____ HERE TODAY _____

ABSENT (WRITE THE NUMBERS) _____

LATE (WRITE THE NUMBERS) _____

LEFT EARLY (WRITE THE NUMBERS) _____

Attendance

DATE _____ CLASS _____

ON MY LIST _____ HERE TODAY _____

ABSENT (WRITE THE NUMBERS) _____

LATE (WRITE THE NUMBERS) _____

LEFT EARLY (WRITE THE NUMBERS) _____

Attendance

DATE _____ CLASS _____

ON MY LIST _____ HERE TODAY _____

ABSENT (WRITE THE NUMBERS) _____

LATE (WRITE THE NUMBERS) _____

LEFT EARLY (WRITE THE NUMBERS) _____

Attendance

DATE _____ CLASS _____

ON MY LIST _____ HERE TODAY _____

ABSENT (WRITE THE NUMBERS) _____

LATE (WRITE THE NUMBERS) _____

LEFT EARLY (WRITE THE NUMBERS) _____

Attendance

DATE _____ CLASS _____

ON MY LIST _____ HERE TODAY _____

ABSENT (WRITE THE NUMBERS) _____

LATE (WRITE THE NUMBERS) _____

LEFT EARLY (WRITE THE NUMBERS) _____

ROSTER

Full-Page Class Roster

> The same numbers as the cards on page 5, so a number on a card finds the name here.

CLASS OR PERIOD _____ ROOM _____ TEACHER _____

#	STUDENT (FIRST NAME IS ENOUGH)	SEAT	GROUP	QUICK NOTE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				

TRACKER

Weekly Count Roll-Up

> Type the numbers from your attendance cards. A count to look at, never a grade.

CLASS _____ WEEK OF _____ TEACHER _____ ON MY LIST _____

DAY	ON MY LIST	ABSENT	HERE (LIST – ABSENT)	ABSENT NUMBERS

ROLL-UP: THE WEEK

ABSENCES ADDED DOWN _____ DAYS HERE ADDED DOWN _____ DAYS × ON MY LIST _____

COUNTS BY GROUP OR TABLE

#	GROUP OR TABLE	STUDENTS	HERE MONDAY	HERE FRIDAY
1				
2				
3				
4				
5				
6				

WHAT I NOTICE

_____

_____

_____

WHAT I WILL TELL THE OFFICE

_____

_____

_____

EXAMPLE A Week With One Class, Filled In

SAMPLE · INVENTED STUDENT

The class is invented, and so is every mark. Every total can be re-added from its own row.

CLASS LIST CARD (PAGE 5): PERIOD 3, ROOM 12, TWELVE INVENTED STUDENTS

1 Ava
2 Ben
3 Carlos
4 Dani
5 Eli
6 Fatima
7 Gus
8 Hana
9 Ivan
10 June
11 Kai
12 Luz

WEEKLY COUNT ROLL-UP (PAGE 14), ONE INVENTED WEEK

DAY	ON MY LIST	ABSENT	HERE (LIST – ABSENT)	ABSENT NUMBERS
Mon	12	0	12	–
Tue	12	1	11	5
Wed	12	2	10	3, 9
Thu	12	0	12	–
Fri	12	1	11	5

ABSENCES ADDED DOWN

4

DAYS HERE ADDED DOWN

56

DAYS × ON MY LIST

60

Absent: 0 + 1 + 2 + 0 + 1 = **4**. Here: 12 + 11 + 10 + 12 + 11 = **56**. Check: 5 days × 12 = 60, and 60 − 4 = 56. Absent numbers match the list: 5 is Eli, 3 is Carlos and 9 is Ivan.

QUICK NOTES CARD (PAGE 6), TUESDAY

Date: **Tue** Class: **Period 3**

#5 not here. Asked #2 to hand out the books.

Book count was 11, matching the roll-up.

YOUR TURN: ONE CLASS, ONE DAY

ON MY LIST

ABSENT

HERE