



CONTENTS

What Is Inside, and Where

20 pages: three sections and a worked example. Nothing here decides your caseload, your session length or your building assignment — every one of those is a blank you fill in.

Before you begin

PAGES 4–5



Start Here — Three Steps

START HERE

4



Binder Cover and Divider Tabs

SETUP

5

01 Set Up the Week

PAGES 7–8



Provider Info and Caseload Setup

SETUP

7



Buildings, Sites and Travel

SETUP

8

02 Plan the Week

PAGES 10–12



Weekly Time-Block Schedule

SCHEDULE

10



Daily Detail Schedule, One Day Expanded

SCHEDULE

11



Quick-Glance Week Card

SCHEDULE

12

03 Roll Up, Communicate, Hand Off

PAGES 14–19



Monthly or Termly Caseload-Minutes Rollup

REPORTING

14



Schedule-Change Note

NOTES

15



Covering-Provider One-Page

COVERAGE

16



Confidentiality and Professional Boundaries

TEAM

17



Schedule Communication Phrase Bank

REFERENCE

18



A Provider's Week, Filled In

EXAMPLE

19

PAGE TAGS, AT A GLANCE

Setup Typed once, at the start of the year or when a building changes	Schedule The three views of the week: full grid, one day expanded, quick-glance card	Reporting Turns the week into a monthly or termly count	Notes A short, ready-to-send communication
Coverage What a covering provider needs on the day you are out	Team Agreements and boundaries, signed once	Reference Starters to pull from when writing a note	Example An invented provider's week, every number checked

Every interior page carries one of these tags in its running header, so you can tell a setup page from a schedule page from the worked example without checking the page number.

Start Here — Three Steps

Ninety seconds of reading. Type the setup pages once; the weekly grid is faster typed once a week, or penciled between buildings.



1

Set up once

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 provider info page (page 7) and the sites page (page 8) once at the start of the year, or whenever a building changes.



2

Plan the week

Fill the weekly grid (page 10) first. If one day is too dense for its cells, expand it on the daily detail page (page 11).

Print the quick-glance card (page 12) alone once the week is set, and keep it on a clipboard or in a bag between buildings.



3

Roll up and hand off

Copy the week's totals onto the rollup (page 14) once a month or once a term, and send the schedule-change note (page 15) whenever a building, day or time moves.

Keep a printed covering-provider page (page 16) current so a day you are out is not a scramble for whoever fills in.

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 total minutes or flag a conflict for you. You can type in it and print it; you cannot drag a block to a new time or auto-sync it to a calendar app.

NOT THE PARA SCHEDULE, AND NOT THE COORDINATION LOG

A different product, the Paraprofessional Schedule and Zone Plan, covers a para's room-level assignments. Another, the Provider Coordination Log, is the case manager's cross-team goal and communication record. This file is your own weekly time-block plan, across your own buildings and caseload.

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 week does not fit the grid. Use the daily detail page (page 11) for the dense day and leave the grid cell as a pointer to it.

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.

CONFIDENTIALITY, AND WHERE THIS FILE LIVES IN YOUR BAG OR BINDER

A filled-in schedule can carry student initials. Keep initials only on anything that leaves your hands, and a first name only where a page is written to go home. Print the code key and the quick-glance card once and keep them at the front; the current week's grid stays on top of everything else.

02

Plan the Week

Three views of the same week: the full time-block grid across every building, one day expanded when it is too dense to fit, and a compact card built to be printed alone and kept on a clipboard.

IN THIS SECTION

Weekly Time-Block Schedule	10
Daily Detail Schedule, One Day Expanded	11
Quick-Glance Week Card	12



SCHEDULE

Weekly Time-Block Schedule

Time down, days across. A building code, a room, a student or group, and a session type in every cell that is not free. Travel counts as a row.

PROVIDER	DISCIPLINE	WEEK OF	SCHOOL YEAR
BUILDING CODE A	BUILDING CODE B	BUILDING CODE C	BUILDING CODE D

TIME BLOCK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

WHAT GOES IN A CELL

Building code, room, student or group initials, and a session type (I individual, G group, C consult, T travel). “B · Rm 6 · J.T. · I” is a whole entry.

TRAVEL IS A ROW, NOT A GAP

A move between buildings gets its own block with a time, using the travel time from the sites page, or it will be scheduled over.

TOO DENSE FOR ONE CELL

Write the building code only and expand the full day on the daily detail page (page 11).

SCHEDULE

Quick-Glance Week Card

Print this page alone and keep it on a clipboard or tape it inside a bag. The detail lives on the two pages before it.

PROVIDER

DISCIPLINE

WEEK OF

#	DAY	PRIMARY BUILDING	ARRIVAL	DEPARTURE	SESSIONS TODAY	ONE THING NOT TO FORGET
1						
2						
3						
4						
5						

BUILDING QUICK-REFERENCE

#	BUILDING	ROOM OR OFFICE	MAIN CONTACT	PHONE OR EXTENSION
1				
2				
3				
4				
5				

BUILT TO TRAVEL ALONE

Print this page by itself and keep it on a clipboard, tape it inside a bag, or clip it to a badge. The detail behind every line here lives on the weekly grid (page 10) and the daily detail page (page 11).

REPRINT AT THE START OF EACH WEEK

This page goes stale the moment a session moves. Reprint it from the weekly grid every time the grid changes, and recycle the old copy rather than correcting it by hand.

IF A BUILDING IS MISSING A ROW ABOVE

Add it to the sites page first (the earlier setup page, page 8), then copy the contact into this quick-reference table so the two pages agree.

EMERGENCY OR AFTER-HOURS CONTACT FOR THIS WEEK

NAME	PHONE

REPORTING

Monthly or Termly Caseload-Minutes Rollup

Once a month or once a term: what was scheduled against what actually happened, by student or group, with a total row.

PROVIDER

MONTH OR TERM

SCHOOL YEAR

DATE COMPLETED

STUDENT OR GROUP (INITIALS)	SITE	MINUTES/WEEK, FROM YOUR PAPERWORK	SESSIONS SCHEDULED THIS PERIOD	SESSIONS HELD	SESSIONS MISSED	MINUTES DELIVERED THIS PERIOD
Example row (leave, or delete)						
Totals across this rollup						

WHAT THIS ROLLUP IS FOR

A count of what was scheduled against what actually happened, to hand to an administrator or a case manager on request. It does not decide whether a service was sufficient; that judgment is yours and your team's.

IF A NUMBER LOOKS OFF

Recheck it against the weekly grids for the period before this rollup goes anywhere. A missed session belongs on this page whether or not it was made up.

ROLLED FORWARD TO NEXT PERIOD

COMPLETED BY **DATE SHARED**

EXAMPLE

A Provider's Week, Filled In

SAMPLE · INVENTED STUDENT

Dana is an invented OT covering two buildings. Every count on this page can be re-added from the rows above it.

QUICK-GLANCE WEEK (PAGE 12) — DANA R., INVENTED OT, TWO BUILDINGS

Five invented days, 21 sessions total: three days at Riverside Elementary, two at Maple Middle School.

DAY	PRIMARY BUILDING	ARRIVAL	DEPARTURE	SESSIONS	NOTE
Monday	Riverside Elementary (A)	8:00	2:45	5	Shared OT room — confirm before 8:15
Tuesday	Maple Middle School (B)	8:30	3:00	4	Bring the fine-motor bin
Wednesday	Riverside Elementary (A)	8:00	2:45	5	Team meeting at 12:00
Thursday	Maple Middle School (B)	8:30	3:00	4	Room 8 double-booked — check first
Friday	Riverside Elementary (A)	8:00	12:30	3	Half day — report writing after
Sessions this week (sum of the column)				21	

DAILY DETAIL (PAGE 11) — TUESDAY AT MAPLE MIDDLE SCHOOL

4 sessions, matching the 4 on Tuesday's row above.

TIME	ROOM	STUDENT(S)	TYPE	MATERIALS / NOTES
9:00–9:30	Room 12	J.T.	Individual	Fine motor: pencil grip task
9:30–10:00	Room 12	B.K., C.M.	Group	Bilateral coordination station rotation
10:15–10:45	Room 8	D.L.	Individual	Handwriting warm-up, then worksheet
11:00–11:30	Room 12	E.S., F.N.	Group	Scissor and cutting practice

ROLLUP EXCERPT (PAGE 14) — THREE INVENTED RIVERSIDE STUDENTS, ONE MONTH (FOUR WEEKS)

Missed is scheduled minus held for each row; minutes delivered is held times minutes per session. 21 of 24 scheduled sessions were held, 3 missed, 630 minutes delivered.

STUDENT	SITE	MIN/WK	SCHED.	HELD	MISSED	MIN. DELIVERED
A.P.	Riverside (A)	60	8	7	1	210
B.Q.	Riverside (A)	60	8	8	0	240
C.R.	Riverside (A)	45	8	6	2	180
Totals			24	21	3	630

HOW EVERY NUMBER ON THIS PAGE CHECKS

Week total: $5 + 4 + 5 + 4 + 3 = 21$. Tuesday: 4 rows on the detail page match the 4 in the quick-glance table.
 Rollup totals: scheduled $8 + 8 + 8 = 24$; held $7 + 8 + 6 = 21$; missed $1 + 0 + 2 = 3$; minutes $210 + 240 + 180 = 630$.

Dana, the buildings, the students and every name on this page are invented for this example; no real student information appears here or anywhere else in this file.