

EDITABLE

A weekly schedule grid, a multi-week rotation cycle planner that moves meeting times on its own, single-group detail cards, a provider travel schedule, a caseload roster, a minutes and coverage roll-up, and copies for a sub, a co-teacher and a binder. Fillable PDF.

EXAMPLE Room 212, Four Groups, Twelve Students, Two Weeks, Filled In

Every group, student and date here is invented. The grid below is built from the planner above and the block each group starts at moves forward by one every week.

Cycle planner (page 6), weeks 1–2 — Room 212, twelve invented students

Week Of	GROUP A STARTS AT	GROUP B STARTS AT	GROUP C STARTS AT	GROUP D STARTS AT
Week 1	1	2	3	4
Week 2	2	3	4	1

Group A starts Block 1 in Week 1 and Block 2 in Week 2 — one block forward, because the planner's number for every group moves forward by one every week.

Weekly schedule grid (page 5), built from the planner above

Block	MON	TUE	WED	THU	FRI	Block	MON	TUE	WED	THU	FRI
Block 1	A	D	C	B	A	Block 1	D	C	B	A	D
Block 2	B	A	D	C	B	Block 2	A	D	C	B	A
Block 3	C	B	A	D	C	Block 3	B	A	D	C	B
Block 4	D	C	B	A	D	Block 4	C	B	A	D	C

Read across a block row, four different groups. Read across a block's Monday–Thursday all four blocks, once each. Friday repeats Monday, and Week 2's Monday is one block later than Week 1's for every group — the automatic part of the cycle.

Group minutes and coverage roll-up (page 11), Week 1

Group	MON	TUE	WED	THU	FRI	TOTAL MIN / Wk
Group A	30	30	30	30	30	150
Group B	30	30	30	30	30	150

BRIGHT PATH SPEED

Four groups, four time blocks, one schedule that keeps itself honest from week to week. The order below is the order that works: groups, then blocks, then the grid.

SITUATION	BUILD IT FROM	THEN ADD	COPY FOR OTHER HANDS
Same groups, same time blocks, every day this week	Group setup (9), single-group detail cards (7)	Weekly schedule grid (5)	Substitute and coverage quick reference (12)
Meeting times should rotate fairly over several weeks	Multi-week rotation cycle planner (6)	Weekly schedule grid (5), filled once per week from it	Group minutes and coverage roll-up (11)
An interventionist or specialist serves groups in more than one room	Provider travel schedule (8)	Group setup (9), single-group detail cards (7)	Weekly schedule grid (5)
A sub, para or co-teacher is covering today or this week	Substitute and coverage quick reference (12)	Single-group detail cards (7), group setup (9)	Co-teacher and team communication page (14)

The order: groups first, then blocks, then the grid

- 1 Groups first (page 10): who is on this caseload, which group each student is in, and the skill each group is focusing on this cycle.
- 2 Group setup next (page 9): the adult, room and focus area for groups A through D; the cards (7) and the travel schedule (8) come from this list.
- 3 The starting block (page 6): write which time block each group starts at for the week.
- 4 The daily grid (page 5): built from that starting block, one block later each day, wrapping from 4 back to 1.
- 5 Copies last (pages 11, 12 and 14): the roll-up, the sub copy and the team page all read from the grid, never the other way around.

What this file is not

Not a lesson-plan template and not a statement of what a group should be taught: the focus-skill word in every cell is yours to write, the same way an IEP decides a student's own minutes elsewhere. Not a bell schedule: specials, lunch and recess are your building's fixed points, not a page here. Whether a schedule change needs anyone's sign-off is your district's rule; the team page (14) leaves a line for it.

When each page gets touched

WHEN	WHAT
Before the cycle starts	Roster (10) and group setup (9) first, then the starting block for each group (6), then the daily grid (5), then the copies (8, 12)
The day something changes	A new student, an absent adult, a closed room: the grid for that day (5), then the sub copy (12) if it is a day you are out
Every Friday	Read the roll-up (11) against the grid (5); any group missing a block, or a student missing from every group, gets fixed on next week's row of the planner (6)

Weekly Small-Group Schedule Grid

Time blocks down, days across. Every cell is the group assigned that block that day, built from the starting block on page 6, one block later each day.

ROOM / TEACHER

WEEK OF

EFFECTIVE

TIME BLOCK	MON	TUE	WED	THU	FRI
Block 1					
Block 2					
Block 3					
Block 4					

How to read this grid

A cell holds the group assigned to that block that day. Read down a block row: four different groups. Read across a day column: four different blocks, so no two groups double-book one block. Monday's column starts from the cycle planner (page 6); every day after it is one block later, wrapping from 4 back to 1.

Changes this week, and why

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Block time key for this week (matches pages 6–9)

BLOCK	START	END
Block 1		
Block 2		
Block 3		
Block 4		

Multi-Week Rotation Cycle Planner

Write the starting time block for each group once a week; because the school week is five days and there are four blocks, the pattern moves forward on its own.

CASE MANAGER / ROOM

GROUPS THIS CYCLE

BLOCKS THIS CYCLE

WEEK OF (DATE)	GROUP A STARTS AT	GROUP B STARTS AT	GROUP C STARTS AT	GROUP D STARTS AT	NOTES

How the week builds itself from one number

Write only the starting block for each group's Monday. The daily grid (page 5) moves every group one block later each day, wrapping 4 back to 1. Because a school week runs five days and there are only four blocks, next Monday's starting block is automatically one later than this Monday's — add 1 to last week's number (wrap 4 to 1) as a fast check before you write this week's row.

If a group should skip a block this cycle (new student, an absence, a room closed for use), write it here and adjust next week's row to match

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Single-Group Detail Cards

Four editable cards: one group's members, adult, room, focus skill, and its meeting pattern across the week. Post the page, or print one card at a time.

ROOM / TEACHER

WEEK OF

EFFECTIVE



GROUP A

MEMBERS (STUDENTS, INITIALS)

ADULT / PROVIDER

ROOM

PRIMARY FOCUS SKILL THIS CYCLE

NOTE FOR A SUB OR VISITOR

Time block, Monday–Friday (page 5)

MON	TUE	WED	THU	FRI



GROUP B

MEMBERS (STUDENTS, INITIALS)

ADULT / PROVIDER

ROOM

PRIMARY FOCUS SKILL THIS CYCLE

NOTE FOR A SUB OR VISITOR

Time block, Monday–Friday (page 5)

MON	TUE	WED	THU	FRI



GROUP C

MEMBERS (STUDENTS, INITIALS)

ADULT / PROVIDER

ROOM

PRIMARY FOCUS SKILL THIS CYCLE

NOTE FOR A SUB OR VISITOR

Time block, Monday–Friday (page 5)

MON	TUE	WED	THU	FRI



GROUP D

MEMBERS (STUDENTS, INITIALS)

ADULT / PROVIDER

ROOM

PRIMARY FOCUS SKILL THIS CYCLE

NOTE FOR A SUB OR VISITOR

Time block, Monday–Friday (page 5)

MON	TUE	WED	THU	FRI

Tape this page up as a wall reference once the fields are typed in, or print one card per group. The group setup page (9) and the travel schedule (8) use the same four group letters.

TEACHER / ROOM

WEEK OF

TOTAL STUDENTS

[illegible]

This roster holds this caseload's own group assignment only; it is not a record of any student's plan or progress. Use first names or initials per your district's own policy, and never a copy that leaves the room with full names on it. A caseload with fewer than sixteen students leaves the rest blank.

Group Minutes and Coverage Roll-Up

The roll-up: total minutes per group per week, and a check that every student on the roster above lands in exactly one group.

ROOM / TEACHER

CYCLE (WEEKS)

UPDATED

GROUP	MON	TUE	WED	THU	FRI	TOTAL MIN / WK
Group A						
Group B						
Group C						
Group D						

Minutes per group, read across a row

Write each day's minutes for the block that group met, from the weekly grid (page 5) and the block time key (page 5). A group that did not meet on a day gets a dash, so a blank never means "forgot."

Coverage check: the two totals below should match

If the total assigned across all groups does not match the total on the caseload roster, a student is missing from a group — fix it on the group setup page (9) or the roster (10) before the next cycle starts.

Caseload coverage, by group

GROUP	STUDENTS ASSIGNED (COUNT)	ALL FOUR BLOCKS COVERED THIS CYCLE?
Group A		
Group B		
Group C		
Group D		

TOTAL STUDENTS ACROSS ALL GROUPS ABOVE

TOTAL STUDENTS ON CASELOAD ROSTER (PAGE 10)

EXAMPLE

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Group A starts Block 1 in Week 1 and Block 2 in Week 2 — one block later, because the planner's number for every group moves forward by one each week.

Weekly schedule grid (page 5), built from the planner above

BLOCK	MON	TUE	WED	THU	FRI	BLOCK	MON	TUE	WED	THU	FRI
Block 1	A	D	C	B	A	Block 1	D	C	B	A	D
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Block 3	C	B	A	D	C	Block 3	B	A	D	C	B
Block 4	D	C	B	A	D	Block 4	C	B	A	D	C

Read down a block row: four different groups. Read across a group's Monday–Thursday: all four blocks, once each; Friday repeats Monday, and Week 2's Monday is one block later than Week 1's for every group — the automatic part of the cycle.

Group minutes and coverage roll-up (page 11), Week 1

GROUP	MON	TUE	WED	THU	FRI	TOTAL MIN / WK
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Group B	30	30	30	30	30	150
Group C	30	30	30	30	30	150
Group D	30	30	30	30	30	150

Every group totals 150 minutes this week (5 blocks × 30 minutes) — the same total for every group, because the rotation only changes which block each group meets, not how many blocks it gets.

GROUP	STUDENTS ASSIGNED	ALL FOUR BLOCKS COVERED?
Group A	3	Yes
Group B	3	Yes
Group C	3	Yes
Group D	3	Yes

Total students across all groups: 12. Total students on the caseload roster (page 10): 12. The two match, so every student lands in exactly one group.

Four groups, four blocks, twelve students — the same tools work for any caseload size.