

Teacher Name: _____ Location: _____ Subject(s): _____ Month: _____

Art – over 172 students for all classes OR more than 38 students in more than 3 of 5 classes.
 PE- over 252 students for all classes (not including Athletics) OR more than 55 students in more than 3 of 5 classes.
 ELD –over 127 students for all classes OR more than 32 students in more than 3 of 5 classes.
 SDC – over 65 students for all classes OR more than 13 students in more than 3 of 5 classes.
 All Others – over 162 students for all classes OR more than 35 students in more than 3 of 5 classes.

Instructions: Teacher complete this form o a monthly basis, have it signed by their administrator, and then forward to the Business Office.

Reminder: First ten student days of each semester should not be included. Please keep a copy for your records.

SUNDAY	0/7= _____	0/7= _____	0/7= _____	0/7= _____	0/7= _____	SATURDAY
	1= _____	1= _____	1= _____	1= _____	1= _____	
	Total # _____	Total # _____	Total # _____	Total # _____	Total # _____	
	2 = _____	2 = _____	2 = _____	2 = _____	2 = _____	
	3 = _____	3 = _____	3 = _____	3 = _____	3 = _____	
	4 = _____	4 = _____	4 = _____	4 = _____	4 = _____	
	# Over _____	# Over _____	# Over _____	# Over _____	# Over _____	
5 = _____	5 = _____	5 = _____	5 = _____	5 = _____		
6 = _____	6 = _____	6 = _____	6 = _____	6 = _____		
SUNDAY	0/7= _____	0/7= _____	0/7= _____	0/7= _____	0/7= _____	SATURDAY
	1= _____	1= _____	1= _____	1= _____	1= _____	
	Total # _____	Total # _____	Total # _____	Total # _____	Total # _____	
	2 = _____	2 = _____	2 = _____	2 = _____	2 = _____	
	3 = _____	3 = _____	3 = _____	3 = _____	3 = _____	
	4 = _____	4 = _____	4 = _____	4 = _____	4 = _____	
	# Over _____	# Over _____	# Over _____	# Over _____	# Over _____	
5 = _____	5 = _____	5 = _____	5 = _____	5 = _____		
6 = _____	6 = _____	6 = _____	6 = _____	6 = _____		
SUNDAY	0/7= _____	0/7= _____	0/7= _____	0= _____	0/7= _____	SATURDAY
	1= _____	1= _____	1= _____	1= _____	1= _____	
	Total # _____	Total # _____	Total # _____	Total # _____	Total # _____	
	2 = _____	2 = _____	2 = _____	2 = _____	2 = _____	
	3 = _____	3 = _____	3 = _____	3 = _____	3 = _____	
	4 = _____	4 = _____	4 = _____	4 = _____	4 = _____	
	# Over _____	# Over _____	# Over _____	# Over _____	# Over _____	
5 = _____	5 = _____	5 = _____	6 = _____	5 = _____		
6 = _____	6 = _____	6 = _____	7 = _____	6 = _____		
SUNDAY	0/7= _____	0/7= _____	0/7= _____	0/7= _____	0/7= _____	SATURDAY
	1= _____	1= _____	1= _____	1= _____	1= _____	
	Total # _____	Total # _____	Total # _____	Total # _____	Total # _____	
	2 = _____	2 = _____	2 = _____	2 = _____	2 = _____	
	3 = _____	3 = _____	3 = _____	3 = _____	3 = _____	
	4 = _____	4 = _____	4 = _____	4 = _____	4 = _____	
	# Over _____	# Over _____	# Over _____	# Over _____	# Over _____	
5 = _____	5 = _____	5 = _____	5 = _____	5 = _____		
6 = _____	6 = _____	6 = _____	6 = _____	6 = _____		
SUNDAY	0/7= _____	0/7= _____	0/7= _____	0/7= _____	0/7= _____	Monthly Total
	1= _____	1= _____	1= _____	1= _____	1= _____	
	Total # _____	Total # _____	Total # _____	Total # _____	Total # _____	
	2 = _____	2 = _____	2 = _____	2 = _____	2 = _____	
	3 = _____	3 = _____	3 = _____	3 = _____	3 = _____	
	4 = _____	4 = _____	4 = _____	4 = _____	4 = _____	
	# Over _____	# Over _____	# Over _____	# Over _____	# Over _____	
5 = _____	5 = _____	5 = _____	5 = _____	5 = _____		
6 = _____	6 = _____	6 = _____	6 = _____	6 = _____		

Remember: Write date in top left corner of each box. Cross off holidays and pupil free days.

Administrator's Signature _____

Teacher's Signature _____