

DAILY TEACHER PLANNER

Date: _____

CLASS SCHEDULE

TIME	CLASS	SUBJECT	ROOM
8:00 - 8:45	3A	Mathematics	Rm 201
8:50 - 9:35	5B	English Lit	Rm 305
9:40 - 10:25	2C	Science	Lab 1
10:40 - 11:25	4A	History	Rm 102
11:30 - 12:15	6B	Geography	Rm 208
1:30 - 2:15	3B	Art	Art Rm
2:20 - 3:05	5A	Music	Rm 110

TODAY'S FOCUS

- 1 Prepare materials for tomorrow's science experiment on plant growth
- 2 Review and finalize end-of-term math assessment papers
- 3 Organize parent-teacher conference schedule for next week

PARENT COMMUNICATION

Mrs. Johnson (Leo 3A)

Discuss math progress improvement plan

Mr. Chen (Mia 5B)

Follow up on reading comprehension support

STUDENT ATTENTION

- Alex T.** Needs extra help with fractions - schedule tutoring
- Sophie L.** Excellent progress, consider advanced materials
- Ryan K.** Behavior improvement noted - positive reinforcement
- Emma W.** Absent last week - provide catch-up worksheets

TASKS & GRADING

- Grade 3A math homework (28 papers) Admin
- Prepare 5B English quiz handouts Teach
- Submit weekly attendance report Admin
- Update 2C science lab results Teach

TEACHING NOTES
