

School Form Deadline Log

Use one row for each entry and update it when details change.

Form	Child	Due	Signed	Returned

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Parent Conference Notes

Use one row for each entry and update it when details change.

Teacher	Topic	Question	Answer	Next step

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After-School Pickup Plan

Use one row for each entry and update it when details change.

Day	Child	Activity	Pickup person	Time

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Class Supply Refill Log

Use one row for each entry and update it when details change.

Child	Supply	Quantity	Buy by	Packed

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School Contact Directory

Use one row for each entry and update it when details change.

Contact	Role	Phone	Email	Notes



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Homework Project Milestones

Use one row for each entry and update it when details change.

Project	Due date	Research	Draft	Supplies

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School Morning Checklist

Tick each completed task and add your own steps on the spare lines.

Night before

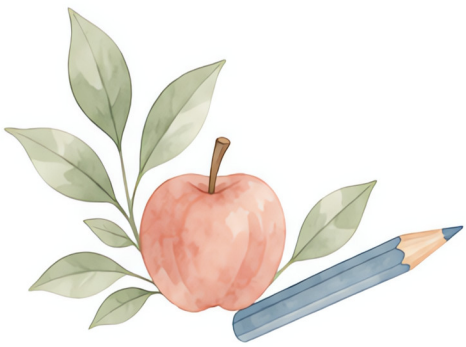
- [ ] Set out clothes
- [ ] Pack bag
- [ ] Charge device
- [ ] Sign forms
- [ ] _____
- [ ] _____

Before leaving

- [ ] Eat breakfast
- [ ] Fill water bottle
- [ ] Check lunch
- [ ] Check bus time
- [ ] _____
- [ ] _____

After school

- [ ] Empty bag
- [ ] Read notices
- [ ] Put lunch box away
- [ ] Start homework
- [ ] _____
- [ ] _____



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Activity Week Planner

Add dates to the seven day boxes and use the side panels for extra notes.

Week of: _____

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Pickups

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Forms

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Supplies

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

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School Event Volunteer Log

Use one row for each entry and update it when details change.

Event	Shift	Contact	Materials	Confirmed

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School Routine Tracker

Write the month, then mark a box on each day you complete a routine.

Month: _____

	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	27	28	29	30	31
Check bag	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Read notice	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Prep lunch	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Charge device	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Lay out clothes	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○

Notes

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