

HH Weekly Worksheet, Week of _____

SHAPE OF THE WEEK

	M	T	W	R	F	Weekend
MEETINGS		* ELA Planning 10:45	* ELA SPED 10:45 * ELA Dept. Mtg. 4:00	* GLT Mtg. 10:45	* PD 3:00-5:00	
Always TODOS	log det. follow-up:	log det. follow-up:	log det. follow-up:	log det. follow-up:	log det. follow-up:	
	copies: R W Adv	copies: R W Adv	copies: R W Adv	copies: R W Adv	copies: R W Adv	
	room set-up	room set-up	room set-up	room set-up	room set-up	
	BBC / Index / HW	BBC / Index / HW	BBC / Index / HW	BBC / Index / HW	BBC / Index / HW	
	prep tmrw materials	prep tmrw materials	prep tmrw materials	prep tmrw materials	prep tmrw materials	

Reading	Writing	Prep Session
Lesson Plans	Lesson Plans	PS Lesson Plans
Materials: M T W TH F / HW	Materials: M T W TH F	PS Materials
Teacher Keys: M T W TH F / SCAN	Homework: M T W TH F	
Prometheans: M T W TH F	Teacher Keys: M T W TH F / SCAN	
	Prometheans: M T W TH F	
copies		
teacher key copies	copies	
	teacher key copies	

Advisory	Emails, Calls, Follow-Up	General To Dos
Lesson Plans		

GLT	Looking Ahead
HW LOG EMAIL	
	Print Docs: WW PC R W TU