Form: 144/01/17



National Grammar School

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WEEKLY SUBJECT TEACHER’S REPORT

Class \_\_\_\_\_\_ Subject \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Week from \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DAY** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| No of Students present |  |  |  |  |  |  |
| Names of students absent |  |  |  |  |  |  |
| Names of late comers |  |  |  |  |  |  |
| Exact time of  Start of unit  End of unit | \_\_\_\_\_\_\_  \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_  \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_  \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_  \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_  \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_  \_\_\_\_\_\_\_ |
| No of homework assignments collected |  |  |  |  |  |  |
| Names of students who attended the make-up class |  |  |  |  |  |  |

**B**. Did you check the homework assignment of last week? YES \_\_\_\_\_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_\_\_\_

Reason for not checking \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**C**. Names of students who do not submit copies habitually\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**D**. Names of students with well-maintained copies \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E**. Was any teaching unit missed/interrupted during this week? YES\_\_\_\_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_\_

Reason for missing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**F**. Did you take any remedial/extra class this week? YES \_\_\_\_\_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_\_\_\_\_

Reason for the extra/remedial class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Coordinator’s Checklist:

* Check lesson plan for scheduled topic
* Check attendance register (name/s of student/s who missed classes)
* Check mark sheet of informal/formal test, quiz or assignment during the week

Academic Coordinator’s Remarks:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Teacher’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Coordinator’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_

Principal’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_