

**MEMORANDUM**

**August 16, 2007**

**TO:** All Faculty/Staff  
Carol City Elementary School

**FROM:** Patricia Bloodworth-Johnson, Principal  
David Hart, Assistant Principal  
Carol City Elementary School

**SUBJECT: TEMPORARY INSTRUCTOR LESSON PLANS** *PHJ*

Please submit substitute lesson plans to Mr. Hart by Friday, August 17, 2007. The Temporary Instructor's Plans must include the following:

- Temporary Instructor Lesson Plans
- Complete class list I.D. numbers
- Daily schedule
- List of students who attend special classes and the time
- Dismissal procedures
- The form which states how students go home
- Lunch procedures
- Name and room number of coworker for assistance if needed
- Students with any special accommodations, medications or medical conditions needs.

If there are any questions, please do not hesitate to ask.

Thank you.

*Patricia L. Bloodworth-Johnson* *PHJ* PBJ