To Do List

Mon, 4/19

8:30 am unlock office
8:30 am take night server off
10:00 am lock door to hallway
10:30 am attendance
11:00 am phone calls
12:00 pm emails
12:30 pm early dismissals testing

✓

1:30 pm

✓

1:30 pm lunch

✓

2:30 pm early dismissals

✓

3:30 pm

3:45 pm change signout sheets

3:50 pm change badges

✓

4:00 pm home
To Do List

Mon, 4/26

8:30am clean/sanitize office
8:30am take night service off
8:30am unlock office

9:30am sign in late students
10:00am lock hallway door
10:30am computer attendance

11:00am answer phone calls

12:00pm emails
12:30pm Early Dismissals: testing

1:30pm lunch

2:30pm Early Dismissals

3:30pm

3:30pm Badge/Scan Drivers

3:45pm change sheets