

To Do List

Mon, 4/19

8:30am unlock office

8:30am take night service off

10:00am lock door to hallway

10:30am attendance

11:00am phone calls

12:00pm emails

12:30pm EARLY dismissals testing

↓
1:30pm

1:30pm lunch

↓
2:30pm

EARLY Dismissals

↓

3:30pm

3:45pm change signout sheets

3:50pm

change badges

4:00pm

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 ~~emails~~ phone calls

12:00pm emails

12:30pm early dismissals testing

↓
1:30pm

1:30pm lunch

↓
2:30pm

2:30pm Early Dismissals

↓
3:30pm

3:30pm Badge/Scan Drivers

↓
3:45pm

3:45pm

change sheets

change sheets