Plain Local Schools
District Sub Folder
Teacher Schedule

Ex: 8:10am-8:50am	*Language Arts*
Ex: 11:15am-11:45am	*Lunch*

Attendance Instructions:

- Please use the class roster included in your sub packet to complete attendance.
  If you do not have a class roster in your folder please see the head secretary in the building to get one
- Attendance must be taken during the first 10 minutes of all classes
- After you take attendance you must return your roster to the main office.

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