

# Student Weekly To-Do List

Dates:	X if Done				
	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Today I:</b>					
Set up my school work calendar for the week with help from my Learning Coach as needed. (can also do on Sunday)					
Completed work in each of my classes (Completed Student Guides, Reading Guides, Math Practice Problems, etc.)					
Submitted today's required assignments (checkpoints, graded assignments, labs, quizzes, tests, etc.)					
Attended Required Class Connect Sessions					
Attended an optional Class Connect Session as needed					
Checked Kmail (responded or sent as needed)					
Recorded my attendance on the timesheet for my Learning Coach					
Gave my Learning Coach my Attendance Time Sheet					

Attendance Time Sheet	Please fill in the amount of time* you spent in each class in <u>minutes</u> .				
	Monday	Tuesday	Wednesday	Thursday	Friday
List of your classes					

\*Time includes the time spend in live class sessions and the time spent doing lesson work from the online lessons.