

CAMDEN HIGH SCHOOL

Mr. Al Davis, Principal

Roll Book Inspection

2004 – 2005

As part of our monitoring process, it is necessary to initiate and continue a careful review of your roll book. Periodically, roll books will be requested by administration to ensure compliance of the following criteria:

<u>YES</u>	<u>NO</u>	<u>EXPECTATIONS</u>
Y	N	1. The roll book is neat.
Y	N	2. Each class is properly labeled.
Y	N	3. Each student's grade level and ID number is included.
Y	N	4. X is used for present; O is used for absent; 2 is used for late. All attendance information is current.
Y	N	5. There are at least 9 grades per marking period for each student
Y	N	6. There is a legend explaining the grading system.
Y	N	7. There are a variety of assessment methods.
Y	N	8. Projects/Portfolios are used as assessment instruments.
Y	N	9. There are no more than 4 tests/quizzes used per marking period as an Assessment instrument.
Y	N	10. All lesson plans are included in the roll book.
Y	N	11. Parent call logs are included in the roll book.
Y	N	12. Lesson plan review forms are included in the roll book.
Y	N	13. A summary page has been identified and prepared.
Y	N	14. Other observations / suggestions

Administrator's signature: _____

Date: _____