**Checklist**

**Purpose:** The purpose of a checklist is to help keep track of progress in completing tasks.

|  |  |
| --- | --- |
| Centers | When Completed |
| Word Work |  |
| Poem |  |
| Writing |  |
| Listening |  |
| Game |  |
| Word Wall |  |
| Drama |  |
| Free Choice |  |

**Work Completed with the Substitute Teacher**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **None** | **Some** | **All** |
| Warm-up |  |  |  |
| Reading work |  |  |  |
| Math work |  |  |  |
| Writing |  |  |  |
| Science |  |  |  |
| Social Studies |  |  |  |