

Daily schedule | blank

Fill in your assigned duties. Use exact times, locations, and clear handoffs.

Adult: _____ Date / day type: _____

Version: _____ Prepared on: _____

Time	Duty	Location	Adult role / handoff

Coverage / handoff notes: _____

Use the break times and assignments set by your school. Label your own breaks separately from supervision duties. A blank block does not establish availability.

Daily schedule | example

Fictional adult: Avery Morgan. Regular day, 8:00 AM-3:00 PM. Planning example v1.

All times and assignments are illustrative. Casey Lee is the assigned relief adult in this example.

Time	Duty	Location	Adult role / handoff
8:00-8:15 AM	Arrival support	Front entrance	Meet the assigned arrival group and accompany them to Room 204.
8:15-9:15 AM	Reading support	Room 204	Support Group A with the teacher's reading task.
9:15-9:25 AM	Transition to math	Room 204 to Room 208	Walk with the assigned group; check in with the receiving teacher.
9:25-10:20 AM	Math support	Room 208	Help the assigned group use the teacher's materials.
10:20-10:25 AM	Handoff before break	Room 208	Casey Lee receives the assigned support responsibility.
10:25-10:40 AM	My break	Staff room	Adult break; Casey continues the Room 208 assignment.
10:40-11:25 AM	Materials preparation	Workroom	Prepare materials requested by the Room 204 teacher.
11:25-11:35 AM	Transition to lunch	Room 204 to cafeteria	Meet the assigned group and accompany them to lunch.
11:35 AM-12:00 PM	Lunch supervision	Cafeteria	Carry out the assigned cafeteria supervision duty.
12:00-12:05 PM	Handoff before lunch break	Cafeteria	Casey Lee receives the assigned supervision responsibility.
12:05-12:35 PM	My lunch break	Staff room	Adult lunch break; follow the school's arranged relief plan.
12:35-1:30 PM	Classroom support	Room 204	Join the teacher's afternoon classroom activity.
1:30-1:40 PM	Transition to library	Room 204 to library	Accompany the assigned group and check in with library staff.
1:40-2:20 PM	Library support	Library	Help the assigned group with the planned library activity.
2:20-2:30 PM	Return to classroom	Library to Room 204	Accompany the group and check in with the classroom teacher.
2:30-2:45 PM	Afternoon support	Room 204	Help with the teacher's end-of-day activity.
2:45-2:55 PM	Dismissal support	Dismissal area	Follow the assigned dismissal handoff procedure.
2:55-3:00 PM	Return and reset	Room 204	Return to the room and prepare assigned materials for tomorrow.

Confirm relief against the other adult's actual schedule. This example does not establish staffing requirements or break entitlements. Page 4 replaces only the afternoon destination blocks by weekday.

Weekly schedule | blank

Write the duty, location, and handoff in each day. Use another sheet when more rows are needed.

Adult: _____ Week of: _____ Version: _____ Prepared: _____

Time	Monday	Tuesday	Wednesday	Thursday	Friday

Coverage / handoff notes: _____

Keep one current copy. Confirm the date and version before use. Breaks and relief follow your school's assigned plan.

Weekly schedule | example

Fictional adult: Avery Morgan. Recurring Monday-Friday routine. Planning example v1.

Use page 2 for the complete morning routine, including both breaks and relief handoffs. The afternoon destination changes by weekday; these entries replace the daily example's matching blocks.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM-12:35 PM	Follow page 2: arrival, morning duties, handoffs, and breaks.	Follow page 2: arrival, morning duties, handoffs, and breaks.	Follow page 2: arrival, morning duties, handoffs, and breaks.	Follow page 2: arrival, morning duties, handoffs, and breaks.	Follow page 2: arrival, morning duties, handoffs, and breaks.
12:35-1:30 PM	Classroom support Room 204	Classroom support Room 204	Classroom support Room 204	Classroom support Room 204	Classroom support Room 204
1:30-1:40 PM	Walk to library	Walk to art room	Walk to gym	Walk to library	Walk to art room
1:40-2:20 PM	Library activity support Library	Teacher-directed art support Art room	Assigned PE support Gym	Library activity support Library	Teacher-directed art support Art room
2:20-2:30 PM	Return to Room 204; check in with teacher.	Return to Room 204; check in with teacher.	Return to Room 204; check in with teacher.	Return to Room 204; check in with teacher.	Return to Room 204; check in with teacher.
2:30-2:45 PM	Afternoon support Room 204	Afternoon support Room 204	Afternoon support Room 204	Afternoon support Room 204	Afternoon support Room 204
2:45-2:55 PM	Dismissal support Dismissal area	Dismissal support Dismissal area	Dismissal support Dismissal area	Dismissal support Dismissal area	Dismissal support Dismissal area
2:55-3:00 PM	Return and reset Room 204	Return and reset Room 204	Return and reset Room 204	Return and reset Room 204	Return and reset Room 204

At 1:30 PM, accompany the assigned group and check in with receiving staff. At 2:20 PM, return the group to the classroom teacher. Use a dated exception for a one-time change. All times and assignments are fictional; confirm your own plan with your school.