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| DIRECTIONS: Teacher Class Schedule Sheet |
| Teacher’s Name (Name on Teacher’s License) | List each Teacher that is providing services to students |
| Time Frame | List the times that each class starts and ends |
| Subject Area | List the name of the instructional class |
| Grade Level | List the grade of that Subject Area |
| Minutes | List the total time of each class |
| Comments | List any information that you need concerning this Teacher and her class schedule |

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| DIRECTIONS: Teacher Student Roster |
| Teacher’s Name (Name on Teacher’s License) | List each Teacher that is providing services to students |
| Student’s Name (Legal Name registered in school) | List each Student’s Name as it appears on Roll |
| MSIS Number or Social Security Number | List the student’s MSIS or SS number in order to check student’s status |
| Date of Birth | List each Student’s Date of Birth |
| Student’s Grade Level | List each Student’s current grade level in order to check proper endorsement of Teacher |
| Mississippi Resident Verification | List a Residency Verification code for each student. |
| Comments | List any information that you need concerning this Teacher and her student roster |