

TEACHER PRO TOOLKIT 2026–27

100+ Printable & Useful School Formats

An all-in-one toolkit designed to organize daily school work, simplify teacher tasks, and save time.

Includes lesson planning, attendance, assessment, student progress, parent communication, classroom management, school activities, and more.

1. Annual Teacher Plan

Month	Main Goal	Lesson / Unit	Activity	Assessment

2. Monthly Teaching Plan

Week	Subject	Chapter	Learning Outcome	Task

3. Weekly Lesson Plan

Day	Subject	Objective	Activity	Homework

4. Daily Lesson Plan

Time	Class	Subject	Objective	Teaching Method

5. Lesson Observation Form

Student / Group	What Was Learned	Difficulty	Next Step

6. Activity Plan

Activity	Objective	Materials	Time	Assessment

7. Project Plan

Project	Group	Resources	Timeline	Outcome

8. Remedial Teaching Plan

Student	Problem	Strategy	Practice	Review

9. Additional Practice Plan

Student	Ability	Challenge	Resources	Outcome

10. Exam Preparation Plan

Class	Subject	Lesson	Practice	Test

11. Daily Attendance Register

S. No.	Student Name	Present	Absent	Remarks

12. Weekly Attendance Summary

Student	Total Days	Present	Absent	Percentage

13. Monthly Attendance Summary

Student	Working Days	Present	Absent	Percentage

14. Marks Entry Sheet

Student	Test 1	Test 2	Oral	Project	Total

15. Student Progress Form

Student	Previous Level	Current Level	Target	Next Step

16. Learning Outcomes Form

Student	Outcome 1	Outcome 2	Outcome 3	Outcome 4	Remarks

17. Reading Progress Form

Student	Book	Page	Date	Comprehension

18. Homework Record

Student	Task	Submitted	Quality	Remarks

19. Behavior Record

Student	Date	Behavior	Action	Outcome

20. Class Participation Record

Student	Question	Activity	Group Work	Remarks

21. Student Strengths & Interests

Student	Key Strength	Interest	Talent	Opportunity

22. Student Support Plan

Student	Need	Support	Responsible Person	Review

23. Parent Contact Record

Date	Student	Parent	Medium	Key Point	Next Step

24. Parent Meeting Record

Date	Student	Discussion	Suggestion	Agreement	Follow-up Action

25. Student Goal Sheet

Student	My Goal	What I Will Do	Timeline	Outcome

26. Class Timetable

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

27. Class Responsibility Chart

Student	Task	Day	Responsibility

28. Group Formation Sheet

Group	Student 1	Student 2	Student 3	Student 4

29. Class Rules Sheet

Rule 1	Rule 2	Rule 3	Rule 4	Rule 5

30. Class Materials Checklist

Material	Available	Required	Status	Remarks

31. Library Record

Book	Student	Issue Date	Return Date	Status

32. Sports Equipment Record

Equipment	Quantity	Issued	Returned	Status

33. ICT Equipment Record

Equipment	Serial No.	Status	User	Remarks

34. Exam Seating Arrangement

Seat	Student	Class	Roll No.	Remarks

35. Exam Duty Sheet

Day	Time	Room	Duty Teacher	Signature

36. Test Analysis

Subject	Total Students	Passed	Weak Area	Improvement Plan

37. Error Analysis

Question	Number of Errors	Reason	Remedial Activity

38. Activity Review

Activity	What Went Well	What to Change	Next Time

39. Teacher Self-Reflection

Today's Achievement	Challenge	Learning	Next Step

40. Weekly Self-Review

This Week's Success	Problem	Next Week's Goal

41. Morning Assembly Plan

Date	Thought	News	Presentation	Responsibility

42. National Festival Program Plan

Program	Students	Materials	Time	Person Responsible

43. Sports Day Plan

Sport	Age Group	Participants	Time	Result

44. Cultural Program Plan

Program	Team	Time	Materials	Person Responsible

45. Competition Record

Competition	Participant	Venue	Result	Certificate

46. Awards Record

Student	Achievement	Date	Award	Remarks

47. Certificate Details

Name	Achievement	Date	Program	Signature

48. Educational Trip Plan

Place	Date	Students	Resources	Responsibility

49. Field Visit Record

Student	Place	Observation	Learning	Remarks

50. School Management Committee Meeting Record

Date	Topic	Decision	Responsible Person	Timeline

51. School Improvement Plan

Problem	Idea	Benefit	Resources	Priority

52. Task List

Task	Priority	Timeline	Status	Remarks

53. Monthly Review

Goal	Achievement	Pending Work	Reason	Next Step

54. Quarterly Review

Area	Achievement	Challenge	Plan	Responsible Person

55. Teacher Portfolio Checklist

Document	Date	File / Location	Status	Remarks

56. Student Appreciation Note

Name	Good Thing Today	Teacher Remark

57. Home Learning Note

Student	Practice at Home Today	Parent Signature

58. Quick Quiz Sheet

Name	Question 1	Question 2	Question 3	Question 4	Question 5

59. Exit Ticket

Today I Learned	I Found Difficult	My Question

60. Peer Feedback Sheet

Student	What Was Done Well	Suggestion	Signature

61. Self-Assessment Sheet

I Can Do	I Need More Practice	I Need Help

62. Reading Challenge Sheet

Name	Book of the Week	What I Learned	Next Goal

63. Math Practice Record

Name	Practice	Correct	Incorrect	Practice Again

64. Language Practice Record

Name	Reading	Writing	Vocabulary	Speaking

65. Activity Certificate Record

Name	Activity	Date	Level	Signature

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