

Principal Daily Time Log

Principal's Name:

Day of Week:

Date:

TASK CODES		
CV: Classroom Visits	IO: In-Office Instruction Work	OM: Other Meetings
TM: Teacher(s) Meeting	SM: Meeting With Student(s)	SS: Student Supervision
IM: Instructional Team Meeting	PM: Meeting With Parent(s)	OT: Other
FM: Faculty Meeting		

Time Start	Time Stop	Total Minutes	Code	Topic	Instruction-Related? Yes or No	Notes