

Folder Organization System

Instructions for use: Put the Rules and Steps on the front of a folder. Put the Papers for School in one pocket inside the folder and the Papers for Home in the other pocket. Prompt and model maintaining this organization system throughout the day.

Folder Rules and Steps

1

Every morning, empty the Paper for School side at school. Hand things in to the teacher and turn in homework.

2

Every afternoon, empty the Paper for Home side at home. Put homework in homework spot and give any papers to parents.

3

Throughout the day put papers in the correct side of the folder.

4

At the end of the school day, review folder to make sure everything is organized.

one this side

Papers for Home

- ✓ permission slips
- ✓ notes from the teacher
- ✓ completed work to show parents
- ✓ homework to do

one this side

Papers for Schools

- ✓ parent signed permission slips
- ✓ completed homework
- ✓ notes from parents