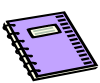# *Organizational Checklist*

Get organized! Be able to find your assignments and turn them in! Be able to locate your notes to study for tests! Open your binder and go down the checklist: for each item, write a Y (for yes) if you meet the question <u>fully for all binders being checked</u> or an N (for no) if you do not meet the question fully. For example, if you meet the question fully for your math and science binders but not for your history binder, record an N. If your planner or the correct binders are absent (e.g., absence of even binders on an even day) record an N. When finished checking, divide the number of Y's recorded by 8 and record this in the last space as the percentage of your binders that are organized.

BINDER DATES							
Do you have the correct binders for today (i.e., even binders on even day and odd binders on odd day)?							
Are your binders free from loose and irrelevant material (e.g., non-subject related material)?							
Is your planner free of loose and irrelevant material?							
Inside your binders: are there *clearly defined* locations for storing incomplete assignments? "I keep them in _____ _____."							
Inside your binders: are there *clearly defined* locations for storing completed assignments (i.e., those assignments ready to be turned in.)? "I keep them in _____ _____."							
Inside the binders: are there clearly defined locations for storing all other class papers (e.g., graded assignments, class notes, class handouts)? "I keep them in _____ _____."							
Is there a *clearly defined* **central** location for recording **all** long-term projects for each subject "I record them in _____ _____."							

In the long-term project section: do the recorded assignments meet *all three of* the following criteria: 1.) The subject is recorded in which the assignment is due, 2.) The due date of the assignment is recorded, and 3.) There is sufficient detail recorded in order to complete the project.							
What percent of your binder is organized? Divide the number of Y's by 8 and then multiply by 100.							
Planner Present?							
Odd Day Binders Checked?							
Even Day Binders Checked?							

Get Organized!

Get organized! Be able to find your assignments and turn them in! Be able to locate your notes to study for tests! Open your binder and go down the checklist: for each item, write a Y (for yes) if you meet the question <u>fully</u> or an N (for no) if you do not meet the question fully. When finished checking divide the number of Ys recorded by 9 and record this in the last space as the percentage of your binder that's organized. Don't forget your book bag! Open your book bag and go down the checklist: For your book bag, write a Y (for yes) if you meet the question <u>fully</u> or an N (for no) if you do not meet the question fully. When finished checking, divide the number of Ys recorded by 3 for the book bag and record this in the last space as the percentage of your book bag that's organized.

BINDER Date:									
1. Is your assignment notebook (or assignment sheet) secured by three rings so that it is the first thing you see when you open your binder?									
2. Is your binder free of *loose papers* (are **all** papers secured in folder pockets or attached by three rings)?									
3. Is the Homework Folder attached by three rings behind your assignment notebook (or assignment sheet)?									
4. In the Homework Folder, does the Homework Folder only contain homework sheets?									
5. In the Homework Folder, is homework TO DO in the *left* pocket (along with any papers that parents need to view) **and** is completed homework that needs to be TURNED IN located in the *right* pocket?									
6. Is there a folder for each class you are taking *attached by three rings*? (1. Math, 2. Science, 3. English/Reading, 4. Social Studies, 5. P.E./Health, 6. other extracurricular courses)									
7. Are **all** work sheets (non-homework papers and notes) in the correct subject folder?									
8. Are **all** the notes from each subject organized from oldest to newest behind the subject folder and *secured by the three-rings* in the binder?									
9. Are **all** the papers that are in the binder school related? (no drawings, scrap paper, personal notes, etc.)									
What percent of your binder is organized? Divide the number of Y's by 9 and then multiply by 100.									
BOOK BAG									
1. Do you have the books you need to complete tomorrow's homework?									
2. Is your book bag free from unnecessary clothing?									
3. Is your book bag free from loose papers and objects (pens, toys, trash, magazines, etc)?									
Percentage of criteria met (# of Ys/3)*100									

Don't forget your assignment notebook! For your assignment notebook complete the short-term and long-term assignments sections. Open your assignment notebook and go down the checklist. For the **short-term assignments section** write the numbers of teacher signatures obtained and expected and divide the number of teacher signatures obtained by the number of teacher signatures expected and write down the percentage of teacher signatures obtained. Next write down the number of classes for which assignments are written with sufficient detail and the number of classes for which assignments expected. Divide the number of classes for which assignments are written with sufficient detail by the number of classes for which assignments are expected and write down the percentage of classes for which assignments are written with sufficient detail. On the **long-term assignments** section, for each item, write a Y (for yes) if you meet the question <u>fully</u> or an N (for no) if you do not meet the question fully. When finished checking divide the number of Ys recorded by 4 and record this in the last space as the percentage of criteria met for recording long-term assignments.

ASSIGNMENT NOTEBOOK Date:																		
Short-term assignments																		
1. Number of teacher signatures obtained																		
2. Number of teacher signatures expected																		
Percentage of criteria met (# of teacher signatures obtained/ # of teacher signatures expected)*100																		
3. Number of classes for which assignments are written with sufficient detail																		
4. Number of classes for which assignments are expected																		
Percentage of criteria met (# of classes in which assignments written with sufficient detail/number of classes in which assignments expected)*100																		
Long-term projects/assignments																		
1. Has a long-term project/assignment, **in any class**, been recorded since the last session of CHP?																		
2. Was the subject recorded in which the assignment is due?																		
3. Was the due date of the assignment recorded?																		
4. Was there sufficient detail recorded in order to complete the project?																		
Percentage of criteria met (# of Ys/4)*100																		