




Binder & Folder Organization


Supplies needed:


- 3 ring Binder, recommend 2-3" size (depth) with or without a zipper.
- Different colored folders with pockets for each subject, plastic style lasts longer, minimum 5#
- Tabbed dividers for each subject (optional), minimum 5#
- Loose leaf lined-paper, 50# minimum
- Spiral notebook(s) for each subject, color coordinated with the folders, minimum 4#
- Zippered pencil case that hooks into the binder


 Label *binder* with student's name and team on the *outside* with permanent marker and/or adhesive label. Binder houses all material for class work.


 Label *outside* of each colored folder and spiral notebook with student's name, subject and team. (Folders=Social Studies/Language Arts/Math/Science & can add exploratories if needed)


 Label the *inside* of each colored folder pocket. Right pocket is "To Do" and Left pocket is "Turn-In."


 Label *tabbed dividers* (optional) with each subject. Use tabs provided or pre-purchased labels.

 Place *dividers* in the same order as subjects occur for the quarter. This changes quarterly and will need adjusting over time. Dividers are for notes and handouts from each subject.

 Place *loose leaf lined-paper* in binder behind each tabbed divider or behind folders.

 Place *folders* in the same order as classes occur during the quarter.

 Place *spiral notebooks* behind tabbed dividers according to subject use.

 At the *end of the quarter is the time to purge* all paperwork that is no longer needed. To stay current and limit excessive time spent organizing, once a week you and your student can go through each subject and remove/recycle papers to a box or file folder at home. By removing papers weekly, there is less to track at school and you and your student can maintain grade checks on assignments as the quarter progresses; errors can then be corrected before the grading period ends.