

Organization Checklist

Date: _____

Binders

- | | | |
|---|---|---|
| • No loose papers | Y | N |
| • All papers are in the right divider section | Y | N |
| • Name and date are on each page | Y | N |

Agenda

- | | | |
|---|---|---|
| • All parts of agenda book have been filled out | Y | N |
| • "No Homework" is written down in all other sections | Y | N |

Homework

- | | | |
|---|---|---|
| • All homework has been turned in from the previous day | Y | N |
| • All homework worksheets are in my take home folder | Y | N |