

# ***Binder Checklist***

**Directions: Put a checkmark in each space if your binder matches the step.**

\_\_\_\_\_ The pencil pouch is at the front of the notebook and I have at least one pencil or pen.

\_\_\_\_\_ There is a divider or folder pocket for each of my classes.

\_\_\_\_\_ My planner is behind the pouch.

\_\_\_\_\_ My planner is filled in regularly. If information is missing, I check the teacher's website to complete my planner.

\_\_\_\_\_ **CURRENT/ACTIVE:** There are only assignments that I am currently working on placed behind each divider or in a folder pocket.

\_\_\_\_\_ **GRADED/STUDY:** There are assignments that have been graded, grades posted on-line, and saved in a folder pocket to study for the unit test

\_\_\_\_\_ **DONE/TAKE HOME:** These are assignments that have been graded or handed back and are not needed for studying for the unit test.

\_\_\_\_\_ At the end of each WEEK/UNIT, I clean out all assignments that I no longer need. Saved at home until the end of the trimester or school year.

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