

Organizational Checklist—cont'd

Item	Page No.	Yes	Not For Me	Comments
Outside Class Crate				
Folder for specialty areas	65	<input type="checkbox"/>	<input type="checkbox"/>	_____
Folder for items going to the office	65	<input type="checkbox"/>	<input type="checkbox"/>	_____
Folder for items for other staff members	65	<input type="checkbox"/>	<input type="checkbox"/>	_____
Folder for grade level meetings	65	<input type="checkbox"/>	<input type="checkbox"/>	_____
Folder for workshops	65	<input type="checkbox"/>	<input type="checkbox"/>	_____
Folder for information for parents	65	<input type="checkbox"/>	<input type="checkbox"/>	_____
Student Work Crate—Folders				
Folder for each student	65	<input type="checkbox"/>	<input type="checkbox"/>	_____
Private Crate				
Folder for students	66	<input type="checkbox"/>	<input type="checkbox"/>	_____
Personal folder	66	<input type="checkbox"/>	<input type="checkbox"/>	_____
Graded work folder	66	<input type="checkbox"/>	<input type="checkbox"/>	_____
Folder for parent information	66	<input type="checkbox"/>	<input type="checkbox"/>	_____
Binders				
Binder for personal information	67	<input type="checkbox"/>	<input type="checkbox"/>	_____
Binder for September—June Activities	67	<input type="checkbox"/>	<input type="checkbox"/>	_____
Binders for specific skills or subjects	67	<input type="checkbox"/>	<input type="checkbox"/>	_____
Binders for thematic units	67	<input type="checkbox"/>	<input type="checkbox"/>	_____
Plastic Tubs				
Tubs for everyday storage	67	<input type="checkbox"/>	<input type="checkbox"/>	_____
Tubs for student supplies	68	<input type="checkbox"/>	<input type="checkbox"/>	_____
Tubs for learning centers	68	<input type="checkbox"/>	<input type="checkbox"/>	_____
Tubs for thematic units	68	<input type="checkbox"/>	<input type="checkbox"/>	_____