

Organizational Checklist

Item	Page No.	Yes	Not For Me	Comments
Daily Folder	53	<input type="checkbox"/>	<input type="checkbox"/>	_____
Calendar				
Teacher	54	<input type="checkbox"/>	<input type="checkbox"/>	_____
Classroom	54	<input type="checkbox"/>	<input type="checkbox"/>	_____
Teacher Board	54	<input type="checkbox"/>	<input type="checkbox"/>	_____
Letter Tray				
Tray #1 Notes from home	57	<input type="checkbox"/>	<input type="checkbox"/>	_____
Tray #2 Notes going home	58	<input type="checkbox"/>	<input type="checkbox"/>	_____
Tray #3 Work to be corrected	58	<input type="checkbox"/>	<input type="checkbox"/>	_____
Tray #4 Work to be recorded	58	<input type="checkbox"/>	<input type="checkbox"/>	_____
Tray #5 Work to go home	58	<input type="checkbox"/>	<input type="checkbox"/>	_____
Tray #6 Work to be filed	59	<input type="checkbox"/>	<input type="checkbox"/>	_____
Teacher Crate				
Folders for September—June activities	59	<input type="checkbox"/>	<input type="checkbox"/>	_____
Folders for specific skills or subjects	59	<input type="checkbox"/>	<input type="checkbox"/>	_____
Folders for themes	60	<input type="checkbox"/>	<input type="checkbox"/>	_____
Folders for lesson plans	60	<input type="checkbox"/>	<input type="checkbox"/>	_____
Folders for substitute plans	60	<input type="checkbox"/>	<input type="checkbox"/>	_____
Folders for grading sheets	60	<input type="checkbox"/>	<input type="checkbox"/>	_____
Folder for papers to be copied	60	<input type="checkbox"/>	<input type="checkbox"/>	_____
Folder for completed photo-copies	61	<input type="checkbox"/>	<input type="checkbox"/>	_____
Folder for future tests	61	<input type="checkbox"/>	<input type="checkbox"/>	_____
Folder for items-to-be filed	61	<input type="checkbox"/>	<input type="checkbox"/>	_____
Non-Teaching Crate				
Folder for things to do	61	<input type="checkbox"/>	<input type="checkbox"/>	_____
Folder for book orders	62	<input type="checkbox"/>	<input type="checkbox"/>	_____
Folder for future events	63	<input type="checkbox"/>	<input type="checkbox"/>	_____
Folder for new student	63	<input type="checkbox"/>	<input type="checkbox"/>	_____
Folder for missed assignments	63	<input type="checkbox"/>	<input type="checkbox"/>	_____
Folder for class communication	64	<input type="checkbox"/>	<input type="checkbox"/>	_____
Folder for field trips	64	<input type="checkbox"/>	<input type="checkbox"/>	_____