Name	Date	Class
ocks and remind of fres	h start at start of next quarter.	
e you forgetting?		
ou to be late?		
	ocks and remind of fres	ocks and remind of fresh start at start of next quarter. e you forgetting?

	agenda check	binder	locker	routine	academic	communication
	How do you use it?	check	check	check	support check	check
		What is your system?	How is it organized?	When and where do you do your HW?	Is classwork difficult?	Do you communicate with your teacher?
Current State	Used daily	Has binder	Clear of loose	Certain time to do work:	Too hard?	Comfortable asking for help
	Knows when to write in it	Labeled folders for each class	Extra stuff in special place	Area to do work in	Too easy?	Asks for organization time
	Knows what to write in it	Space for take home papers	Place for books	Who checks work?	Usual Grade?	Asks teacher wher grade is low or work is missing
	Do the parents check it	Has supplies	Room for backpack	Pack up time routine?		
	Do any teachers check it	Has paper	Does student need a locker list?			
	Does the student know when to check it	Taken to all classes				
	Marks off when things are done					
Did Today/ Notes						

4. Set goals for improvement:

		Follow-Up Date:			
	Goals:	Goal Met?	Describe:	Did Today:	Next Step:
1		Y N S			<ul><li>Release</li><li>Follow up on:</li></ul>
2		Y N S			<ul><li>Release</li><li>Follow up on:</li></ul>

5. Copy for student (place in front of binder) and teacher (place in mailbox).

		Follow-Up Date:			
	New Goals set on:	Goal Met?	Describe:	Did Today:	Next Step:
1		Y N S			<ul><li>Release</li><li>Follow up on:</li></ul>
2		Y N S			<ul><li>Release</li><li>Follow up on:</li></ul>

		Follow-Up Date:			
	New Goals set on:	Goal Met?	Describe:	Did Today:	Next Step:
1		Y N S			<ul><li>Release</li><li>Follow up on:</li></ul>
2		Y N S			<ul><li>Release</li><li>Follow up on:</li></ul>

		Follow-Up Date:			
	New Goals set on:	Goal Met?	Describe:	Did Today:	Next Step:
1		Y N S			<ul><li>Release</li><li>Follow up on:</li></ul>
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		Follow-Up Date:			
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		Follow-Up Date:			
	New Goals set on:	Goal Met?	Describe:	Did Today:	Next Step:
1		Y N S			<ul><li>Release</li><li>Follow up on:</li></ul>
2		Y N S			<ul><li>Release</li><li>Follow up on:</li></ul>