**Get Organized!**

Be able to find your assignments and turn them in! Be able to locate your notes to study for tests!

Open your tablet/bookbag and go down the checklist: for each item, write a Y (for yes) if the tablet/bookbag meets the question fully or an N (for no) if it does not meet the question fully. When finished, divide the number of Ys recorded by the total number of items and record this in the last space as the percentage of the tablet/bookbag that’s organized.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Tablet |  |  |  |  |  |  |  |  |
| 1. Is your tablet in its appropriate case? |  |  |  |  |  |  |  |  |
| 2. Is the desktop free of *loose documents* (are **all** documents in folders)? |  |  |  |  |  |  |  |  |
| 3. Does the homework folder only contain homework assignments? |  |  |  |  |  |  |  |  |
| 4. In the homework folder, is homework TO DO in the to-do folder (along with any documents that parents need to view) and is completed homework that needs to be TURNED IN located in the turn-in folder? |  |  |  |  |  |  |  |  |
| 5. Is there a folder on the desktop for each class you are taking? (1. Math, 2. Science, 3. English/Reading, 4. Social Studies, 5. P.E./Health, 6. other courses) |  |  |  |  |  |  |  |  |
| 6. Are **all** work sheets (non-homework documents) in the correct subject folders? |  |  |  |  |  |  |  |  |
| 7. Are **all** the Word notes from each subject in the correct subject folders with the date in the document name? |  |  |  |  |  |  |  |  |
| 8. Are **all** the documents that are on the tablet school related? (no pictures, personal notes, etc.) |  |  |  |  |  |  |  |  |
| What percent of your binder is organized? Divide the number of Y’s by 8 and then multiply by 100. |  |  |  |  |  |  |  |  |
| Bookbag |  |  |  |  |  |  |  |  |
| 1. Do you have the books you need to complete tomorrow’s homework? |  |  |  |  |  |  |  |  |
| 2. Is your bookbag free from unnecessary clothing? |  |  |  |  |  |  |  |  |
| 3. Is your bookbag free from loose papers and objects (pens, toys, trash, magazines, etc)? |  |  |  |  |  |  |  |  |
| Percentage of criteria met (# of Ys/3)\*100 |  |  |  |  |  |  |  |  |



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