

Binder Checklist

Name: _____

Date: _____

Directions: Put a checkmark in each space if your binder matches the step. When complete, have an adult check your binder and sign at the bottom.

Steps ↓

- _____ The pencil pouch is at the front of the notebook.
- _____ I have at least one pencil or pen in the pouch.
- _____ My planner is behind the pouch.
- _____ The "Take Home" pocket divider is behind the planner.
- _____ There are only homework assignments or important messages in the "Take Home" pocket divider.
- _____ There is a pocket divider for each of my classes besides Homeroom.
- _____ There are only assignments that I am currently working on placed in or behind each pocket divider.
- _____ All assignments that have been graded or handed back are in my "Graded/Handed Back" pocket divider OR in the dividers attached to the front of my zip binder.

← (Total number of checkmarks earned)

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8

Adult Signature: _____