

# EXTRA PAPERS BIN



## WORKSHEETS, TESTS, QUIZZES, ISN INSERTS

Place items in the folder with the corresponding date that it was passed out.

Place items in the front (on top of) all other papers in the folder.



## SCHOOL FLYERS AND/OR DISTRICT INFORMATION

Place these papers in the file folder labeled: School Flyers.

Place items in the front of the folder.



## LOOKING FOR SOMETHING?

If you were absent or need to make up an assignment, look in the folder with the corresponding date of your absence or when the assignment was passed out.



## NEED TO GRADE AN ASSIGNMENT?

Check the Answer Key file folder.

Newest items should be placed at the front of the folder.

Return to the answer key to the same place when done.



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[www.teachingintherealworld.com](http://www.teachingintherealworld.com)

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Dear Parents/Guardians,

We will be using an organizational system for papers, handouts, assignments, and assessments that students can access at all times: the Extra Papers Bin.

If your student is absent or needs to redo an assignment, they will be able to access the necessary papers/ assignments via the Extra Papers Bin. All papers/assignments will be filed on the day they were handed out. Students can check the gradebook for dates, touch base with a peer, or ask the teacher in order to locate the proper folder and find the needed paper.

Please take a look at your student's Interactive Student Notebook for additional details, and don't hesitate to reach out if you have any questions. For your convenience, I have also pasted a copy of the Extra Papers Bin guidelines below.

Thank you for your support!

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