

# GRADES

## **SPECIFIC INSTRUCTIONS FOR GRADES:**

- **Place your report cards in the sheet protectors, folded if necessary, with the date and/or grade easy to see.**
- **You may want to place progress reports in this section until the final grades come out. At that time, you can remove the progress reports (or not).**

## **GENERAL INSTRUCTIONS**

- **Always place the most recent on top.**
- **For “landscape” (or sideways) pages, place the sheet so the bottom is towards the edge of the notebook.**
- **Putting items back-to-back doubles how much room you have, but it is a hassle if you have to add something later.**
- **If something is printed on both sides but must be folded, make a copy or get more than one so you can read everything without removing it whenever possible.**

# SCHOOL CERTIFICATES

## **SPECIFIC INSTRUCTIONS FOR SCHOOL CERTIFICATES:**

- **Whenever you receive a certificate or special award from school, place it in the sheet protector.**
- **Insert a handwritten (or typed) note in the back of the sheet protector, facing out, if more details are required.**

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# TESTING

## **SPECIFIC INSTRUCTIONS FOR TESTING:**

- **Add any standardized school testing results.**
- **In high school, place any college testing results here, such as the PSAT, SAT, or SAT. In the future, these tests with dates and ID numbers may be needed for undergraduate and graduate college applications.**
- **Advanced Placement (AP) test results should go here.**

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# SCHOOL PICTURES

## **SPECIFIC INSTRUCTIONS FOR SCHOOL PICTURES:**

- **Place the largest school photo on the right, with a class photo (if available) on the left. Include any photos of school activities throughout the year if you'd like.**
- **With a photo safe pencil, write the grade and year on the sheet protector, such as "4<sup>th</sup> Grade" and "2005-2006." This will help you re-sort if you ever have to remove the photos.**

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# SPORTS

## **SPECIFIC INSTRUCTIONS FOR SPORTS:**

- **Place programs, certificates, awards, team photos, buttons, varsity letters, etc., in each sleeve.**
- **Take a picture of the trophy winner with any trophies and print out a photo to put in the book. Be sure you can read the trophy description and year. Take a close-up of the trophy inscription if needed.**

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# ACTIVITIES

## **SPECIFIC INSTRUCTIONS FOR ACTIVITIES:**

- **Place programs, certificates, awards, team or cast photos, in each sleeve.**
- **Be sure all programs are dated with the year.**

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# VOLUNTEER

## SPECIFIC INSTRUCTIONS FOR VOLUNTEER:

- **Place certificates, awards, group or organization photos, in each sleeve.**
- **Make a list in the front of the Volunteer section with this and/or other pertinent information. Use any format that works for you.**

<b>Start Date</b>	<b>End Date</b>	<b>Supervisor and Organization</b>	<b>Organization Address or Location</b>	<b>Duties</b>

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