COMMUNICATION FOLDER COVER

24 PAGES

EDITABLE: COVERS, LABELS, SIGN-OFF LOG



Bright Path Sped

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One classroom license

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This is a fillable PDF

- Open it in a PDF reader (Adobe Acrobat Reader, Preview, or your browser), click into a line or a table cell, type, and Save As.
- It is a fillable PDF, not a slide deck. There is nothing to unlock or ungroup: every line is already a type-in field.
- It works offline. No account, no subscription, no internet connection needed after you download it.

Print at 100 percent

Turn off fit to page and shrink to fit. Folder covers print well on cardstock. Every page still reads when photocopied in black and white.

Keep student names private

The class check page and the sign-off logs hold student and family names. Keep them in your own files. Follow your school's rules for what may go home and what stays at school.

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PREVIEW

How to Use Your Folder Set

Five steps, a few print tips, and a note on privacy.

Five steps

1. Open the PDF in a reader. Click a line on a cover and type the name, teacher and year.
2. Print on letter paper at 100 percent. Use cardstock for the cover.
3. Slide the cover into the front of a two-pocket folder, or tape it on.
4. Trim a pair of pocket labels and tape one inside each pocket: Take Home on the left, Return to School on the right.
5. Send the letter, a sign-off log and a few reply slips in the first folder.

Print and folder tips

- Printing for a whole class? Type the name on each cover, or print 6 different covers and let students choose.
- Black and white printer? Every page still reads. Color the cover with markers.
- Laminate the cover or put it in a sheet protector so it lasts all year.
- Save As after you type, so your room and year are ready for next fall.

Names stay private

- Covers, labels and the letter carry no student names (unless you type one).
- The class check and the sign-off logs hold names. Keep them in your own files.

My own setup notes

PREVIEW

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My name _____

TAKE HOME FOLDER

Home and school, back and forth



and



Left pocket
TAKE HOME

Right pocket
RETURN TO SCHOOL

Teacher _____ Room or class _____ School year _____

PREVIEW

Preview : Bright Path Sped

My name _____

COMMUNICATION FOLDER

Open it every day

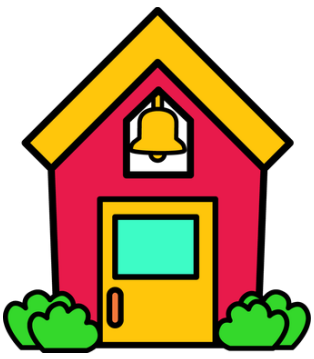
PREVIEW

Left pocket
TAKE HOME

Right pocket
RETURN TO SCHOOL



and



Teacher _____ Room or class _____ School year _____

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My name _____

Home and School Folder

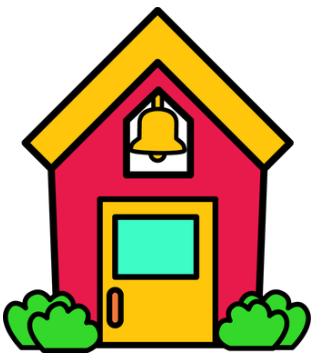
Take it home. Bring it back.

Left pocket
TAKE HOME

Right pocket
RETURN TO SCHOOL



and



Teacher _____ Room or class _____ School year _____

PREVIEW

Teacher prep: print, trim on the dashed lines, tape or glue one label inside each pocket.

More Pocket Labels (8 labels)

KEEP AT HOME

Name (optional)

_____

SIGN AND RETURN

Name (optional)

_____

NOTES FROM SCHOOL

Name (optional)

_____

NOTES FROM HOME

Name (optional)

_____

HOMEWORK TO DO

Name (optional)

_____

HOMEWORK DONE

Name (optional)

_____

NEWSLETTERS

Name (optional)

_____

LIBRARY BOOKS

Name (optional)

_____

PREVIEW

Teacher prep: print, trim on the dashed lines, tape each tab to a sheet or a divider.

Folder Tabs (12 tabs)

MONDAY	TUESDAY	WEDNESDAY
THURSDAY	FRIDAY	NEWSLETTERS
NOTES	FORMS TO SIGN	HOMEWORK
CALENDAR	Type your own tab _____	Type your own tab _____

PREVIEW

Class Folder Check

Write a check or a dash each morning. Fill the last row to see how many folders came back each day.

Teacher and room _____ Week of _____ Reminder to send _____

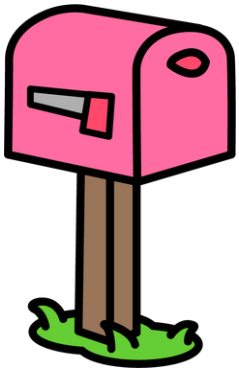
Student	Mon	Tue	Wed	Thu	Fri	Days back
Folders back						

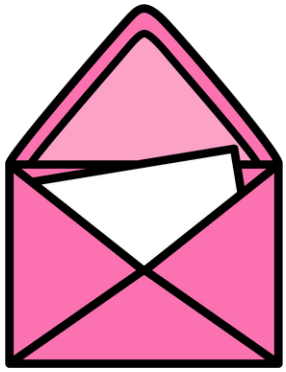
PREVIEW

For Families: Folder Time at Home

A short routine you can do in a few minutes. Keep this page at home.







1 Ask your child to show you the folder.

2 Look in the left pocket together. Read any note from school.

3 Write your initials on the sign-off log for each day you read it.

4 Put anything for school in the right pocket, and put the folder in the backpack.

Three things you can ask

- "What did you show your teacher today?"
- "What is in the folder for me?"
- "What would you like me to write back?"

A question I have for the teacher

PREVIEW

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My name _____

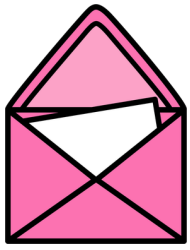
Color a circle when you do the job.

My Folder Jobs



Take it home.

Mon ○ Tue ○ Wed ○ Thu ○ Fri ○



Show a grown-up.

Mon ○ Tue ○ Wed ○ Thu ○ Fri ○



Bring it back.

Mon ○ Tue ○ Wed ○ Thu ○ Fri ○

PREVIEW

A Filled-In Week (Invented)

Mia and this week are invented. This is the log on page 15, typed in.

Student	Week of	Teacher
Mia (invented)	Made-up week	Ms. Alvarez (invented)

Day	Note from school	Folder back?	Parent initials	Note from home
Mon	Finished the reading log.	Yes	R.T.	Thank you.
Tue	Helped a friend with a puzzle.	Yes	R.T.	–
Wed	Library book is due Friday.	Yes	R.T.	We found the book.
Thu	Folder stayed home. Note sent again.	No	–	–
Fri	Good week. Please sign Thursday and Friday.	Yes	R.T.	Signed both days.

PREVIEW

Add it up

- Parent initials on 4 of 5 days.
- The folder came back on 4 of 5 days.
- Thursday the folder stayed home, so the note was sent again on Friday.
- If every week looked like this, 4 weeks would be 4 x 4 = 16 signed days out of 20. That is the number to write in the roll-up on page 16.