DAILY FOLDER COVER

EDITABLE: COVERS, STRIPS, LABELS

17 PAGES





Bright Path Sped

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One classroom license

- This file is for one classroom: one teacher, one group of families.
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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, 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 daily strips and the tally 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.

Need help?

If a field will not behave or a page will not print the way you expect, use Ask a Question on the product page before leaving a review. Every question is read, and a fix to the file ships as a free update: re-download it any time from My Purchases.

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PREVIEW

How to Use Your Daily Folder

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 room.
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 the pocket labels and tape one inside each pocket: Keep at Home on the left, Return to School on the right.
5. Put the family letter and a week of daily strips in the first folder.

Print and folder tips

- Printing for a whole class? Type the name on each cover, or print 4 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.
- Want a weekly sign-off log and spine labels too? Communication Folder Cover Editable | Take Home Folder Labels. Weekly Sign-Off is a separate product in this store.

Names stay private

- Covers, labels and the letter carry no student names (unless you type one).
- The strips, the tally and the keep-at-home sheet hold names. Keep them in your own files.

My own setup notes

PREVIEW

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My name _____

DAILY FOLDER

Keep at home. Return to school.



and



Left pocket
KEEP AT HOME

Right pocket
RETURN TO SCHOOL

Teacher _____ Room _____ School year _____

PREVIEW

My name _____

DAILY TAKE-HOME FOLDER

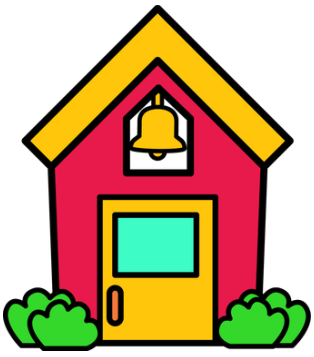
Notes and papers go both ways

Left pocket
KEEP AT HOME

Right pocket
RETURN TO SCHOOL



and



Teacher _____ Room _____ School year _____

PREVIEW

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

Pocket Labels: Keep at Home and Return to School (8 labels)

KEEP AT HOME

Name (optional)

_____

RETURN TO SCHOOL

Name (optional)

_____

KEEP AT HOME

Name (optional)

_____

RETURN TO SCHOOL

Name (optional)

_____

KEEP AT HOME

Name (optional)

_____

RETURN TO SCHOOL

Name (optional)

_____

KEEP AT HOME

Name (optional)

_____

RETURN TO SCHOOL

Name (optional)

_____

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My name _____

Color a circle when it is done.

My Folder Days



Packed in my backpack



Shown at home



Back at school

Monday	○	○	○
Tuesday	○	○	○
Wednesday	○	○	○
Thursday	○	○	○
Friday	○	○	○

PREVIEW

A Filled-In Week (Invented)

Sam, Mr. Reyes and this week are invented. The five days below are the strips on page 11, typed in.

Student: Sam (invented)

Week of: Made-up week

Teacher: Mr. Reyes (invented)

Day	Today I	Folder back?	Parent initials	Note from home
Mon	Read a book about dogs.	Yes	J.L.	Thank you!
Tue	Helped set up the art table.	Yes	J.L.	–
Wed	Practiced the spelling words.	Yes	J.L.	Great work at home.
Thu	Folder stayed home. A note was sent.	No	–	–
Fri	Good week. Field trip form due Monday.	Yes	J.L.	Form signed.

PREVIEW

Add it up

- Parent initials on 4 of 5 days.
- The folder came back on 4 of 5 days.
- On Thursday the folder stayed home, so a note was sent instead.
- If every week looked like this, 4 weeks would be 4 x 4 = 16 folder days back out of 20. That is the number to write in the tally on page 13.

What Is a Daily Folder?

A letter to families. Type your own days and words, then print it or send it as a PDF.

Dear families,

Our class folder goes home every day. It carries notes, papers and news in both directions. The left pocket is for home, and the right pocket is for school.

Left pocket: Keep at Home

Papers, notes and news from school. Read them together and keep what you need.

Right pocket: Return to School

Anything for school: signed notes, a reply, and the folder itself.

What to do each day

1. Open the folder together.
2. Read the note from school.
3. Write your initials on the day's strip.
4. Put anything for school in the right pocket.
5. Send the folder back to school.

Folder goes home on _____

Folder comes back on _____

Best way to reach me _____

A few words from me (type your own)

Thank you, _____

Teacher, room and school _____

PREVIEW