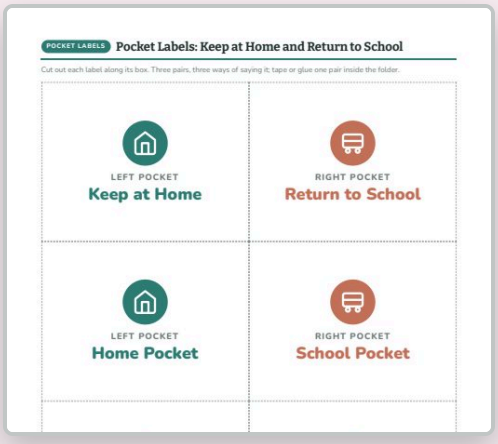
GRADES K-5

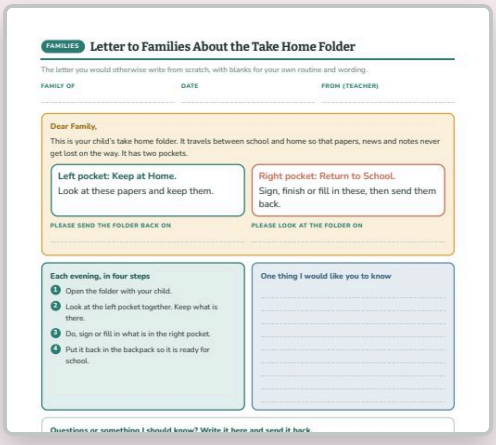
EDITABLE

TAKE HOME FOLDER

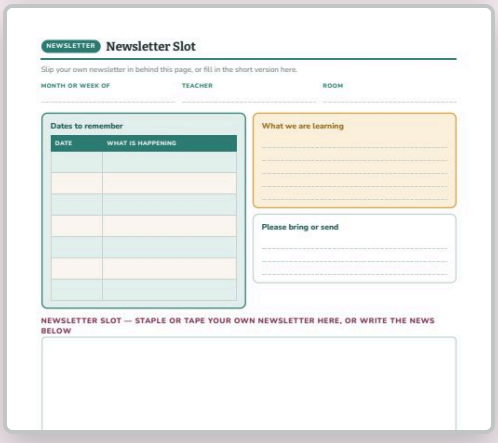
Covers, pocket labels, a letter to families and a weekly checklist. Fillable PDF.













Fillable PDF | **18 Pages** | **3 Folder Covers** | **Pocket Labels**

BRIGHT PATH SPED

TAKE HOME FOLDER

How This Take Home Folder Works

Eleven situations, one page each. Start here, then go straight to the page you need.

SITUATION	USE	WHERE
Setting up the class, the days and the pockets first	**Take Home Folder Setup**	Page 5
A cover the child can write a name on	**Folder Cover 1: My Take Home Folder**	Page 6
A cover with a picture the child draws	**Folder Cover 2: Home and School**	Page 7
A cover that shows the folder going home and coming back	**Folder Cover 3: Home and Back**	Page 8
Labels for the left and right pockets	**Pocket Labels**	Page 9
Explaining the folder to families	**Letter to Families**	Page 10
A weekly checklist a child can check alone	**My Week Checklist**	Page 11
Keeping track of homework sent and reading done	**Homework and Reading Record**	Page 12
Getting a newsletter into the folder	**Newsletter Slot**	Page 13
Writing a note home and getting a reply back	**Class Notes: Home and Back**	Page 14
Seeing whose folder came back this week	**Whole-Class Folder Tracker**	Page 16

Three steps to start

1. Fill in the setup page (page 5) once for the class.
2. Print a folder cover (pages 6, 7 or 8) and the pocket labels (page 9) for each child.
3. Send the letter (page 10) home with the first folder, then use the weekly pages.

What this file does not do

- [ ] Set how much homework or reading a child does; that is yours to decide.
- [ ] Choose the day a folder comes back; you write that on the setup page.
- [ ] Add up the week for you; it is a fillable PDF, typed or handwritten.
- [ ] Replace the folders themselves; it is the paper that goes in and on them.

Your district's or school's rule on what may go home in a folder, if any

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My Take Home Folder



MY NAME

MY TEACHER

MY CLASS

LEFT POCKET

Keep at Home

RIGHT POCKET

Return to School

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POCKET LABELS

Pocket Labels: Keep at Home and Return to School

Cut out each label along its box. Three pairs, three ways of saying it; tape or glue one pair inside the folder.



LEFT POCKET

Keep at Home



RIGHT POCKET

Return to School



LEFT POCKET

Home Pocket



RIGHT POCKET

School Pocket



LEFT POCKET

Stay at Home



RIGHT POCKET

Back to School

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FAMILIES

Letter to Families About the Take Home Folder

The letter you would otherwise write from scratch, with blanks for your own routine and wording.

FAMILY OF _____ DATE _____ FROM (TEACHER) _____

Dear Family,

This is your child's take home folder. It travels between school and home so that papers, news and notes never get lost on the way. It has two pockets.

Left pocket: Keep at Home.
Look at these papers and keep them.

Right pocket: Return to School.
Sign, finish or fill in these, then send them back.

PLEASE SEND THE FOLDER BACK ON _____

PLEASE LOOK AT THE FOLDER ON _____

Each evening, in four steps

1. Open the folder with your child.
2. Look at the left pocket together. Keep what is there.
3. Do, sign or fill in what is in the right pocket.
4. Put it back in the backpack so it is ready for school.

One thing I would like you to know

Questions or something I should know? Write it here and send it back.

GROWN-UP'S NAME _____ BEST WAY TO REACH YOU _____

WEEKLY

My Week Checklist

MY NAME

Check the box when you do it.

WHAT I DID	MON	TUE	WED	THU	FRI
I did my homework.					
I read a book.					
A grown-up looked.					
My folder came back.					

Color a star when my folder comes back.

ONE THING I WANT TO TELL MY TEACHER

Weekly Check · Week of _____

SUMMARY

Whole-Class Folder Tracker

Mark each day a folder comes back, then count the week. One page shows who needs a reminder and who needs a different plan.

TEACHER _____ **WEEK OF** _____ **FOLDER DUE BACK ON** _____

STUDENT	MON	TUE	WED	THU	FRI	DAYS BACK	FOLLOW UP?

Reading across

Write Y in a day box when the folder is back, or a dash when it is not. Count the Y marks in Days back. A folder missing day after day is a conversation about what would make it easier, not a mark against the child.

Families to follow up with, and the plan

_____

_____

_____

_____

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EXAMPLE

A Folder Week, Filled In

The Record for one week — Maya, second grade (invented)

Page 12 kept for Monday through Friday.

DAY	HOMEWORK DONE	READING MINUTES	GROWN-UP INITIALS	FOLDER BACK
Mon	Y	15	Y	Y
Tue	Y	20	Y	Y
Wed	–	10	–	Y
Thu	Y	15	Y	–
Fri	Y	20	Y	Y

The Whole-Class Folder Tracker (page 16), four invented students

STUDENT	MON	TUE	WED	THU	FRI	DAYS BACK
Maya	Y	Y	Y	–	Y	4
Eli	Y	Y	Y	Y	Y	5
Nora	Y	–	Y	–	Y	3
Sam	Y	–	–	Y	–	2

How the numbers check

Maya's week: reading 15 + 20 + 10 + 15 + 20 = 80 minutes. Homework done 4 of 5 days, grown-up initials 4 of 5, folder back 4 of 5 (every day but Thursday). That 4 is Maya's Days back on the tracker. Days back across the four students: 4 + 5 + 3 + 2 = 14 of 20 possible folder days.

What is not on the page

No grade, no score and no reason given for a missing day beyond the dash that marks it. The tracker only shows what came back.

Reading the Folder back column

Y means the folder was back in school that morning; a dash means it was not. A dash says nothing about why, so the follow-up is a note home (page 14), not a conclusion.

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