

AVID

Name _____
Date _____ Per _____

BINDER CHECKLIST

Directions: You are to go through your binder, making sure it is complete and in order as you see below. A teacher or tutor must initial each line. **Your binder is not completed until we initial all lines.**

- _____ 1. The Class Assignment Log must be at the very beginning of each main section (i.e., the Algebra Class Assignment Log is at the very start of your Algebra section).
- _____ 2. Each Class Assignment Log must be complete with assignments or what you did in class for every day. All grades for returned work must be entered.
- _____ 3. All loose pages must be placed in their appropriate place. If you need reinforcements for pages, ask the teacher. NO LOOSE PAGES!
- _____ 4. Each section must be in the order your teacher has given in class. This item is not complete until the teacher or one of the tutors are sure you have followed your teacher's instructions.
- _____ 5. If anything is missing from your binder, either handouts or assignments, make a list of what is missing for each class. If you have papers in your locker, ask for a pass--this will be the one time you may use one to get materials from your locker.
- _____ 6. All notes must be Cornell format. Go back and recopy notes that are not in proper format. Both sides of the page must be completed—notes on the right and questions on the left. You must have notes from every day's class in every class from _____ to today. If you do not remember what happened, you may ask another classmate and/or copy their right hand side notes--YOU must do the left side.
- _____ 7. You must have notes from the three tutorials we have had, in Cornell Format.
- _____ 8. Your tutorial log must be signed and complete.
- _____ 9. You must have a graded Binder Grade Sheet.
- _____ 10. Fill out your goal for your binder this week on the appropriate sheet.
- _____ 11. All materials should be neat and in good condition.