



A Note to the Teacher

My child is going to start using the School PLANit system, a new organizational system to keep track of materials and assignments. This system will replace any other system my child is currently using at school. I want to support learning at home by making sure my child completes and turns in homework on time, and we would greatly appreciate your support as we get started.

The School PLANit system includes a bag, a planner and color-coded folders for each subject.

Each day at school, my child will ...

- Write down assignments for each subject in the planner.
- Place all assignments received during the day (even if they are completed in class or study hall) in the "TO DO" pocket (in the back of the planner).
- Place all notes, handouts, returned assignments and workbooks in the folders for each subject. (The folders are for reference materials, not for assignments to turn in).
- Carry the bag and its contents throughout the day, from class to class.
- Turn in all completed assignments in the "TURN IN" pocket (in the front of the planner). By the end of the day, this pocket should be empty.

Each night at home, my child and I will ...

- Review the the planner.
- Make sure any homework is completed and placed in the "TURN IN" pocket in the front of the planner. (Long term assignments will remain in the "TO DO" pocket until they are completed.)
- Purge notes and papers from folders when a section is completed.

We need your help with the following ...

- Send home all of my child's papers and notes tonight, so we can organize them.
- Allow my child to carry the system throughout the day, to use the system consistently.
- Notify us when a section is complete, so we can remove papers that are no longer needed.
- Keep communicating, so we can help my child find a process that works best.

If necessary, we may need to use the initial boxes in the planner. You will initial if the assignment and due date have been correctly written down, and I will check if homework is understood and completed. **For now, however, we will use the basic system to see how it works.**

Thank you for your time and support. If we work together, I believe this will truly make a positive difference. If you have any questions or would like to discuss this further, please contact me at _____.

Sincerely,