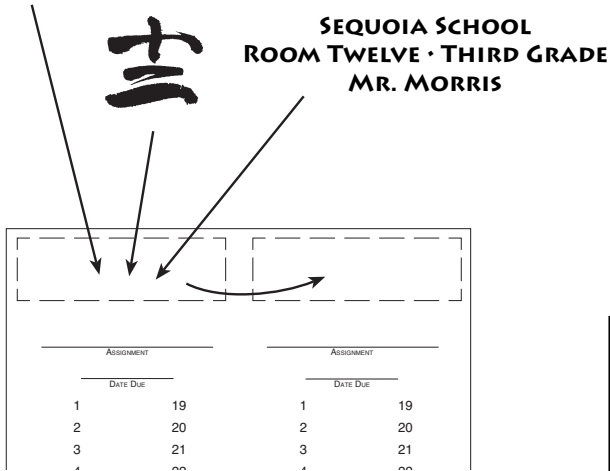


The Check Off List



What to do:

1. Add a header of some type.
2. Xerox 20 or 30 copies.
3. Cut 'em in half.
4. Put your new COL's in easy-to-get-to locations.
5. Grab one and label it.
6. Start collecting stuff.

Related Tool...Blackline Marker, page 3

SEQUOIA ELEMENTARY SCHOOL ROOM TWELVE THIRD GRADE MR. MORRIS		SEQUOIA ELEMENTARY SCHOOL ROOM TWELVE THIRD GRADE MR. MORRIS	
ASSIGNMENT		ASSIGNMENT	
DATE DUE		DATE DUE	
1	19	1	19
2	20	2	20
3	21	3	21
4	22	4	22
5	23	5	23
6	24	6	24
7	25	7	25
8	26	8	26
9	27	9	27
10	28	10	28
11	29	11	29
12	30	12	30
13	31	13	31
14	32	14	32
15	33	15	33
16	34	16	34
17	35	17	35
18	36	18	36

Note:
Numbers 32 through 36 were "whited out" before I made xerox copies of the Check Off List. I did this because we weren't using those numbers at the time.

**Sequoia Elementary School
Room Twelve
Third Grade
Mr. Morris**

FEDERAL SURVEY CARD
ASSIGNMENT

SEPT. 21
DATE DUE

1	19
2	20
3	21
4	22
5	23
6	24
7	25
8	26
9	27
10	28
11	29
12	30
13	31
14	
15	
16	
17	
18	

finished # not finished # excused # absent

Using A Check Off List

Federal Survey Card (Collected by teacher)

1. Pass out survey cards.
2. Explain completion procedure .
3. Label Check Off List. (See sample page 6.)
4. Indicate absent students with a triangle.
5. Clip Check Off List to any extra cards.
6. Set aside.
7. Remind students at the end of the day to return their cards.
8. Collect survey cards and mark off student numbers the next day.
9. Keep returned cards clipped to COL.
10. Reinforce expectations by “reminding” those who have not complied that you are in need of their cards.
11. Keep collecting and marking until you have them all.

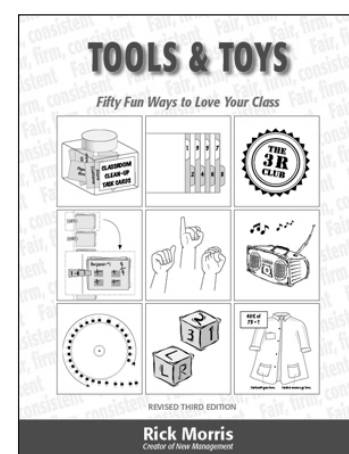


The triangle around number 4 will remind me that this student was absent when the Federal Survey cards were passed out.

Today Folder, page 16, Tools & Toys

Red Basket, page 17, Tools & Toys

Reward Tube, pages 34-35, Tools & Toys



Field Trip Permission Slips (Collected by student)

1. Give a COL and a large manila envelope to a student (Calvin.)
2. Direct the others to give their completed permission slips to Calvin.
3. Calvin marks his COL just the way you mark it when you use one.
4. Check with Calvin every few days or so to see how he's doing.
5. Have Calvin track down any stragglers.
6. When all forms have been collected, have Calvin take them to the office.

Clip 'Em, Danno, page 70, Tools & Toys

Manila Envelope Check Off List, page 72, Tools & Toys

Book Reports (Honor System)

1. Announce in the morning that one of their assignments is due later in the day.
2. Fill out assignment header, triangle absent students, and attach COL to a folder.
3. Place folder in a handy location.
4. Students then turn in their assignments as they finish.

Return to Sender, page 7, Tools & Toys

Neon Necklace, page 33, Tools & Toys

ASSIGNMENT

DATE DUE

1	19
2	20
3	21
4	22
5	23
6	24
7	25
8	26
9	27
10	28
11	29
12	30
13	31
14	32
15	33
16	34
17	35
18	36

~~#~~ finished not finished excused absent

ASSIGNMENT

DATE DUE

1	19
2	20
3	21
4	22
5	23
6	24
7	25
8	26
9	27
10	28
11	29
12	30
13	31
14	32
15	33
16	34
17	35
18	36

~~#~~ finished not finished excused absent