

Fail Proof Folder System

Teacher Instructions:

Your student _____ will be using the “Folder System” to help him/her with planning, organization, work completion and study skills. Your participation is vital to the success of this system. Below is how you can help your student be successful with this “Executive Functions” intervention.

First: Please set aside a time for _____ to “Teach” you how the folder system works.

Second: Provide praise for when you see them using their folder during instruction!

Third: Prompt them to get out the appropriate folder for the subject you are teaching.

Fourth: Check in with _____ during your end of the day clean up and make sure they are taking their folders home EACH and EVERY day.

Fifth: Provide praise and other reinforcers for _____ when they return with their folders in the morning.

If the folder system is connected to a Home Note Behavior Contract, provide the agreed upon points on that tracking system for use of the Folder System.

Any concerns or modifications to the folder system please email me and we can make adjustments!

The Folder System should be used IN PLACE OF the Daily Planner system and used when the Daily Planner system is not working for this student.

Megan McCormick, Ph.D. (Jordan School District, 2012)

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Parent Instructions:

Your child _____ will be using the “Folder System” to help him/her with planning, organization, work completion and study skills. Your participation is vital to the success of this system. Below is how you can help your child be successful with this “Executive Functions” intervention.

First: Please set aside a time for _____ to “Teach” you how the folder system works. Then sign the form verifying that you were taught.

Second: Set up an appointment for EVERY WEEK NIGHT and SUNDAY NIGHT to check each folder to review what your child is working on for Homework.

Third: During this nightly review of each folder, help your student organize and prioritize what they need to get done that night to be ready for tomorrow’s school day.

Fourth: Structure your child’s homework time by “Chunking” work time into 10-15 minute blocks of “Work Time” interspersed with 10-15 minute breaks.

Using this schedule, limit their total homework time to no more than 2 hours a night. They can then turn in whatever they got done during the work periods to their teacher the next day.

Fifth: Provide praise and other reinforcers for _____ when they are working during their “Work Times” and for using their Folders.

Sixth: At the end of Homework Time, make sure your child gets all the folders organized and back into their packs to take back to school the next day.

If the folder system is connected to a Home Note Behavior Contract, sign the Home Note for return the next day and provide the agreed upon rewards for use of the Folder System.

Any concerns or modifications to the folder system please email me and we can make adjustments!

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