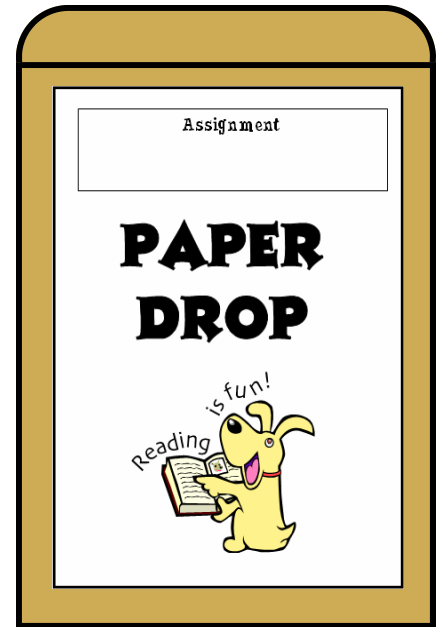


Paper Drop Organizational System

Advanced Prep

1. Print out the Paper Drop covers on the next 5 pages. Glue each one onto one side of a 9 x 12 brown clasp envelope. (The side with the opening works best.)
2. Laminate all 5 Paper Drops and slit the openings so they will still work as envelopes.
3. List the names of your students on the Class Checklist form. Duplicate it on and cut the strips apart. Keep a supply on hand for checking off student work.



Daily Use

1. When students turn in classwork, homework, or tests, have them place their work into a designated Paper Drop. Use a transparency pen to write the assignment title on the front.
2. Assign one person to be the Paper Drop checker. They will check off all the work that has been turned in.
3. If people forget to put their names on their papers, the Paper Drop checker will find out who turned in what and resolve name issues.
4. The Paper Drop checker also lets you, the teacher, know who has not turned in an assignment so you can find out why.
5. Finally, the set of papers is handed to you so that you can put it in a safe place for grading or reviewing later.

Teacher	

<input type="checkbox"/>	1.
<input type="checkbox"/>	2.
<input type="checkbox"/>	3.
<input type="checkbox"/>	4.
<input type="checkbox"/>	5.
<input type="checkbox"/>	6.
<input type="checkbox"/>	7.
<input type="checkbox"/>	8.
<input type="checkbox"/>	9.
<input type="checkbox"/>	10.
<input type="checkbox"/>	11.
<input type="checkbox"/>	12.
<input type="checkbox"/>	13.
<input type="checkbox"/>	14.
<input type="checkbox"/>	15.
<input type="checkbox"/>	16.
<input type="checkbox"/>	17.
<input type="checkbox"/>	18.
<input type="checkbox"/>	19.
<input type="checkbox"/>	20.
<input type="checkbox"/>	21.
<input type="checkbox"/>	22.
<input type="checkbox"/>	23.
<input type="checkbox"/>	24.
<input type="checkbox"/>	25.

No more missing papers!

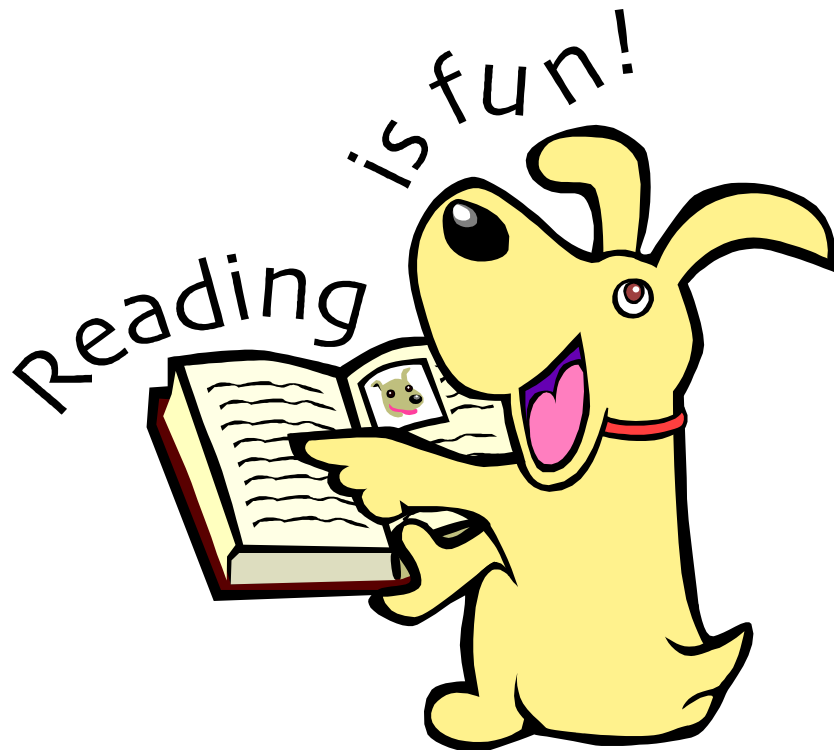
No more papers without names!

No more lost work!



Assignment

PAPER DROP



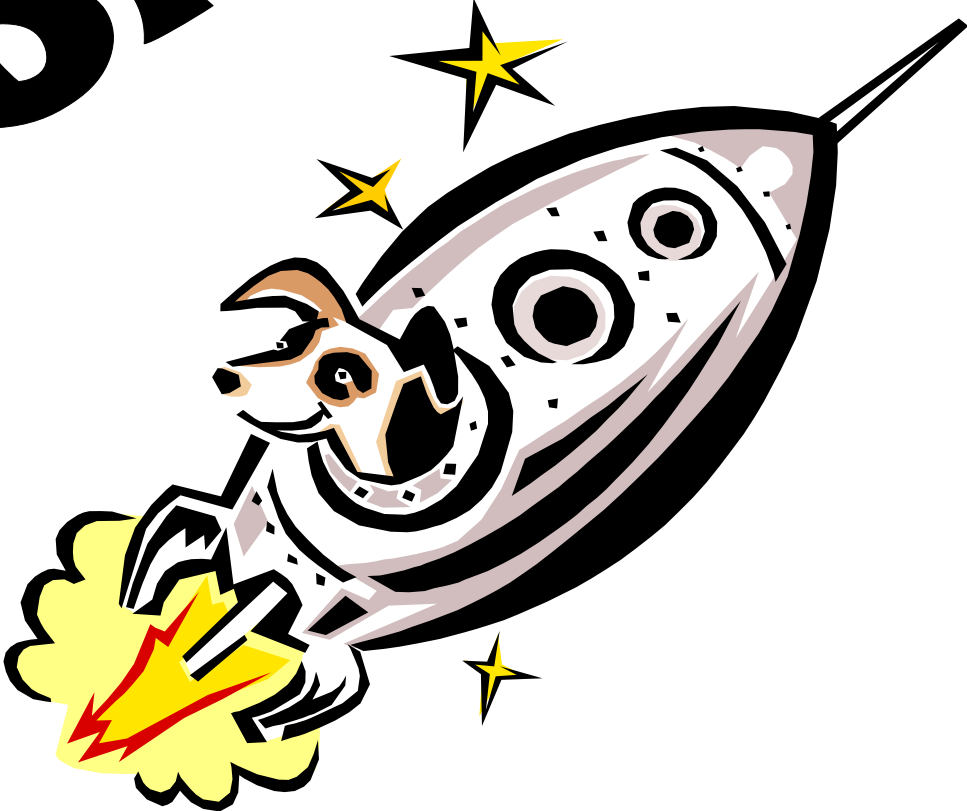
Assignment

Paper Drop



Assignment

**Paper
Drop**



Assignment

Paper Drop



Assignment

PAPER DROP

