Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Binder Checklist

|  |  |  |  |
| --- | --- | --- | --- |
|  | 1  | 2 | 3 |
| My binder is organized into five sections and labeled (reading, writing, prompts, grammar, tests). | I don’t have dividers, and my binder is not organized. | I have dividers, but my binder is disorganized. | I have dividers, they are labeled properly, and my papers are organized. |
| Reading:  | I have two of these papers or less. | I have three to five of these papers. | I have six or more of these papers. |
| Writing: | I have two of these papers or less. | I have three to five of these papers. | I have six or more of these papers. |
| Prompts: | I am missing a rubric and/or a prompt log AND I have a prompt log, but it’s not filled out. AND I have most of my prompts, but few of them are more than 3 sentences long. OR I’m missing many of my prompts. They show I’ve put forth little effort. | I have a rubric and a prompt log. They are at the front of my prompt section. My prompt log is mostly filled out. AND I have most of my prompts. Most of them are 5 or more sentences long and neatly written. They show I’ve put forth effort. | I have a rubric and a prompt log. They’re at the front of my prompt section. My prompt log is thoroughly filled out. AND I am missing less than three prompts. All of them are at least five sentences long. They are neatly written and show tremendous effort. |
| Grammar: | I have two of these papers or less. | I have three to five of these papers. | I have six or more of these papers. |
| Tests: | I have two of these papers or less. | I have three to five of these papers. | I have six or more of these papers. |
| I have blank lined paper in my binder. | I don’t have any blank paper left. | I have some paper left, but I need to get more. | I have paper, and I’m prepared for the next month or so of class. |
| I have a folder. | I don’t have a folder. | N/A | I have a folder. |
| Neatness | My papers are crumpled and wrinkled. It’s difficult to turn the pages. | My papers are mostly neat. For the most part, it’s easy to turn the pages of my binder. | My papers are neat. It is easy to turn the pages of my binder.  |
| Organization | My name is not on my binder. | My name is on my binder, but it’s hard to find. | My name is clearly displayed on my binder. |