



# Helping Parents Stay Organized

*Use a folder to keep all of your child's important school papers in one place.  
Examples include:*

- School/class handbook with policies and rules
- School calendar and any other important dates for the school year
- Activities schedules (sports and clubs)
- Parent/teacher conference notes
- Student class list
- Classroom or school newsletter
- Papers from “Meet the Teacher” night
- Homework that needs to be done
- Dates of future big assignments (examples: science fair projects, research papers)
- “Sign-and-return” papers (permission slips, tests, etc.)
- School papers you will use again (tests, spelling lists, study sheets)
- Notes or forms from the principal, school nurse, other school staff, clubs, or coaches
- Cafeteria menu
- School bus sites and times
- Notes from PTA or other fundraising groups
- Copies of school vaccination records
- Copies of sports physicals



Call the Parent Help Line. We listen. We can find you help.  
544-5808 or 1-888-727-5889 from 10 a.m. to 10 p.m. , 7 days a week.