

An Eighth Grade Student's Organizational Checklist for High School

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Your Eighth Grade year is quickly coming to a close. You will soon be registering for your ninth grade classes. The most important thing you can start to think about is, "how organized am I?" Did you know that you apply for college before you have any of your senior year semester grades? Everything you do in the next three years, is so important for your college application. Every grade counts. Start now with the attitude that zeros are unacceptable and make up all work immediately.

Maybe you aren't as organized as you would like to be. Do you keep a messy notebook and binder? Do you have trouble finding papers that are due? It all starts with the basics of organization, time management and learning to communicate with your teachers. Here is what you should be able to do easily to be successful in grade nine, and if you can't, you then know exactly what you need to work on! By the way, these are the exact same skills that you will need to be successful in college. Use this summer to work on your skills of organization, keeping a calendar (agenda), and even organizing your room!

- I come to class on time, well prepared with the materials I need for the day.
- I know what my assignments are because I always write them down in my agenda book, and I rarely lose or forget anything.
- I have a notebook or a multi-subject binder with dividers in each subject and I can easily find where my papers and notes are for every class.
- During class I take notes.
- I speak out and ask questions if I need clarification, or speak with the teacher privately.
- I know when the extra help sessions are for each teacher/subject and attend them when I get behind.
- I know how to access my SPAN account and know my password.
- At least one parent knows how to access my SPAN information and has an account.
- I know how to check my teachers Blackboard site and have written their email addresses in my agenda book.
- I know exactly what assignments need to be made up and complete them as soon as possible. Forgetting them does not make those zeros magically disappear.
- I always bring a note (to the attendance office- in grade 9), when I am out sick or at a doctor's appointment.
- I am learning to be my own advocate and communicate with teachers regularly.
- I speak to all adults at school with respect.