

# Portable and Permanent Files



## Organizing Papers- Creating a Portable File and a Permanent File

Dealing with paper in high school isn't easy but is important. At the beginning of the school year it isn't as bad. However, by 4th quarter their bookbag may not look as organized as it was in the 1st quarter. Before is a good time to determine how your daughter will organize her papers and create an organizing system that works best for her. It is also a good idea for her to only carry the papers she needs for that unit, so there are fewer papers to manage. When she files previous units at home she will then be able to manage the current unit in her book bag but also have a great start to her permanent file at home. When finals come in December and May, she then would have it organized which should make finals easier to manage.

### Portable File: Paper for current unit

A portable file is used to carry the papers you need in class which include notes, handouts, homework, and other current units. Below are types of portable files:

- Large three ring binder with all of her classes organized with dividers or folders.
- A-File/ Accordion Folder/ 13-Pocket Folder pockets for each subject and extra for other needs.
- Mini Binders would have a small three ringed binder for each class with a folder and paper in each.
- Spiral Notebook & Folder Combo would have a notebook (notes) and folder (handouts) for each class.

### Permanent File: Paper for past units

A permanent file stays at home with all of your daughters past units for every subject.

- Large three ring binder for each subject or "Finals Binder" can hold all of her past notes, worksheets, etc. that she uses to study for finals in May.
- File Box is a system with hanging files with a stick-up tab she can label for each subject to put each past unit for finals.

If you would like further guidance or for me to meet with your daughter about organizing her papers, don't hesitate to email our Learning Services Coordinator, Priscilla Trecek. ( [ptrecek@omahamarian.org](mailto:ptrecek@omahamarian.org) )



My daughter and I have chosen to use the following files this year.....

(Check one portable and one permanent file)

### PORTABLE FILE:

- Large three ring binder
- A-File/ Accordion Folder/ 13-Pocket Folder
- Mini Binders
- Spiral Notebook & Folder combo

### PERMANENT FILE:

- Finals Binder
- File Box

Student Name (Print First and Last): \_\_\_\_\_

Parent Signature: \_\_\_\_\_