

# Paper Drop Organizational System



Use this easy system to solve the problem of lost and missing student papers!

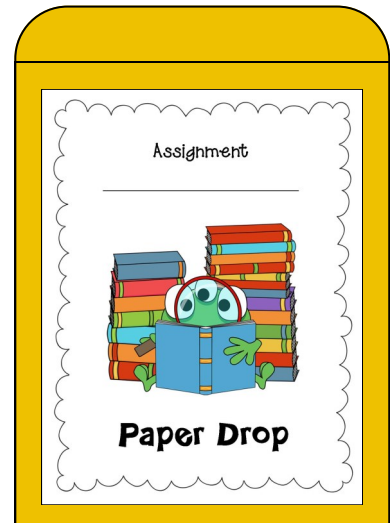
Laura Candler  
Teaching Resources  
[www.lauracandler.com](http://www.lauracandler.com)



# Paper Drop Organizational System

Created by Laura Candler

Do names without papers drive you nuts? This simple system will ensure that every paper has a name and ALL students have turned in their work. You'll love it!



## Advanced Prep

1. Print out the Paper Drop covers that you wish to use. Glue each cover onto one side of a 9 x 12 brown clasp envelope. (The side with the opening works best.)
2. Laminate all 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. Make several copies and cut the strips apart. Keep a supply on hand for checking off student work.

## How To Use

1. When students turn in classwork, homework, or tests, have them place their work into a designated Paper Drop. Use a washable or dry erase marker to write the assignment title on the front of the packet.
2. Paperclip one Paper Drop checklist with student names to the front of the packet. Write the name and date of the assignment at the top of the checklist.
3. Assign one person to be the Paper Drop checker. They will check off all the work that has been turned in.
4. If students forget to put their names on their papers, the Paper Drop checker's job is to figure out who turned in which papers and resolve name issues.
5. The Paper Drop checker should also let you know who has not turned in an assignment so you can find out why.
6. Finally, the set of papers is handed to you so that you can put it in a safe place for grading or reviewing later.

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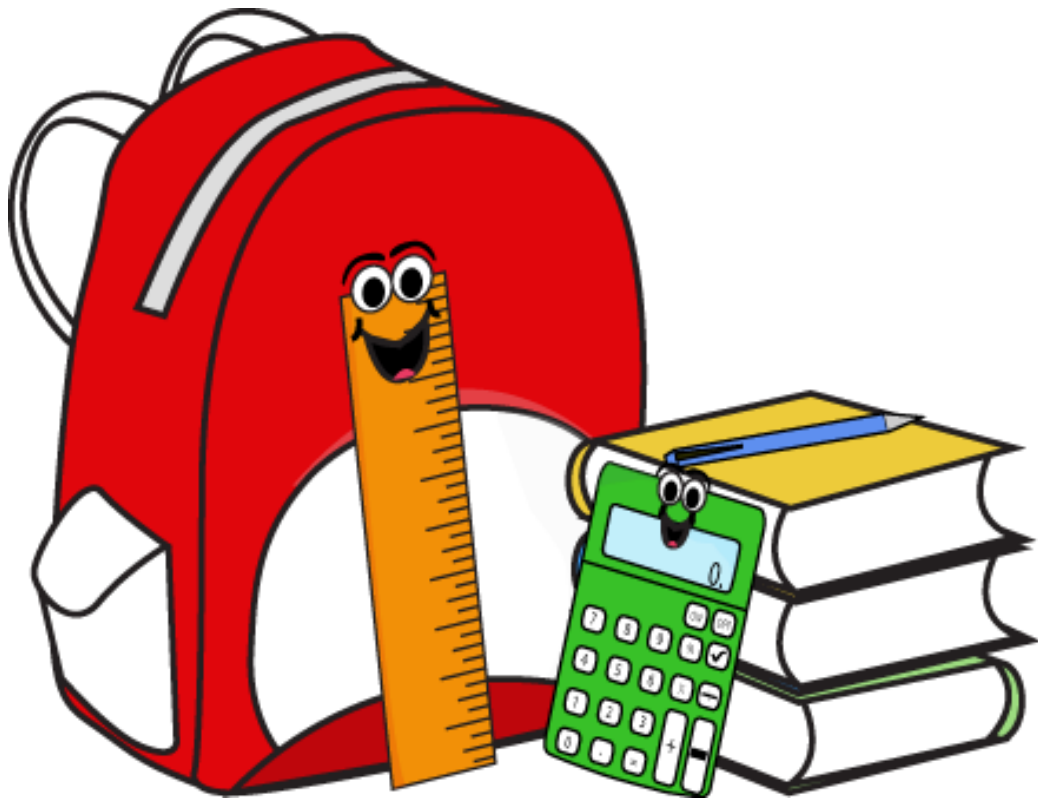
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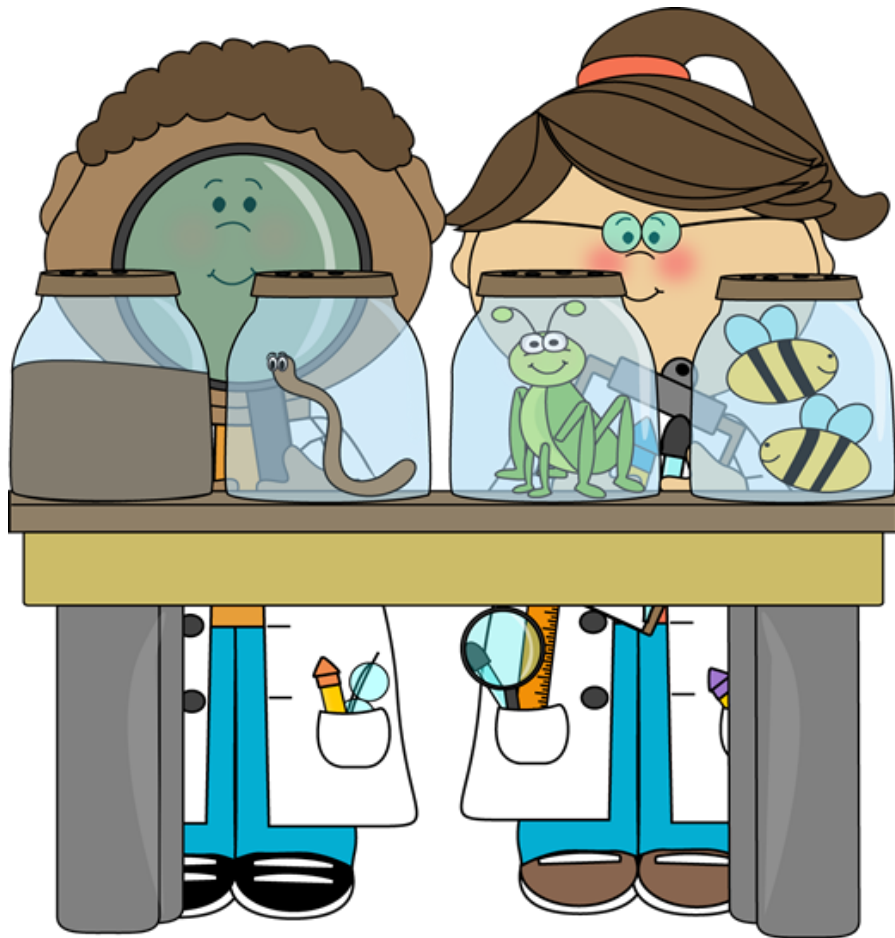
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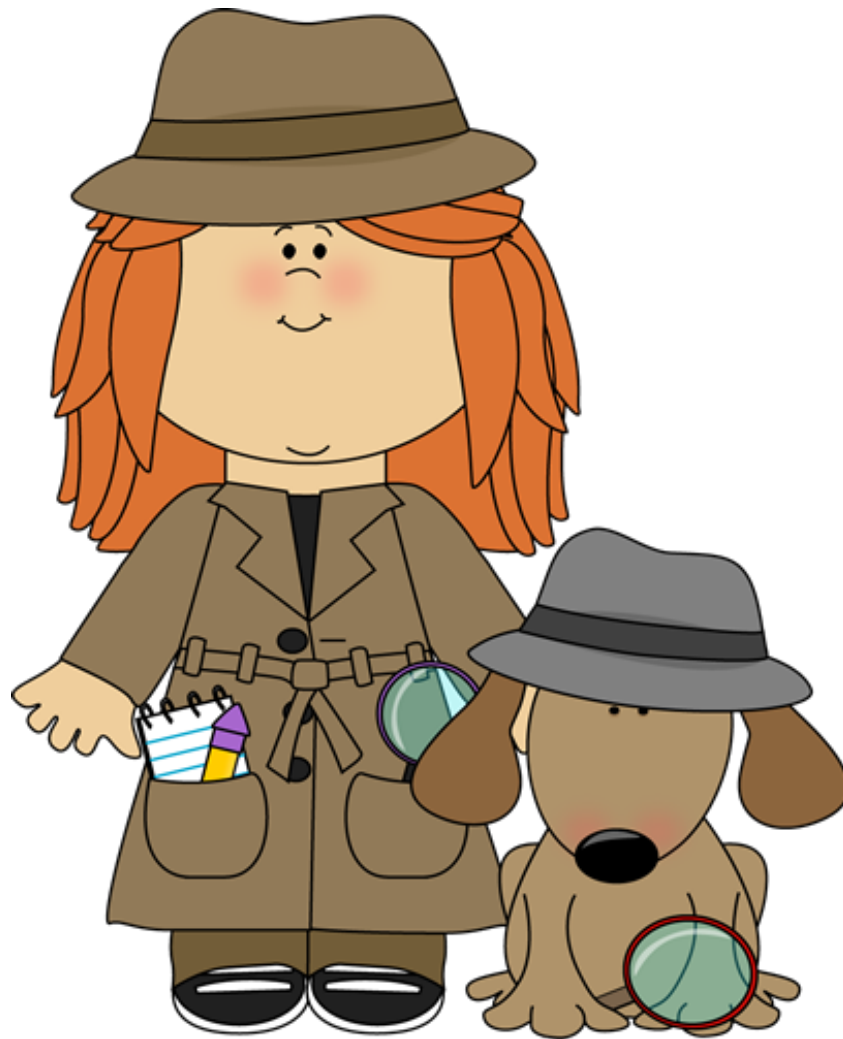
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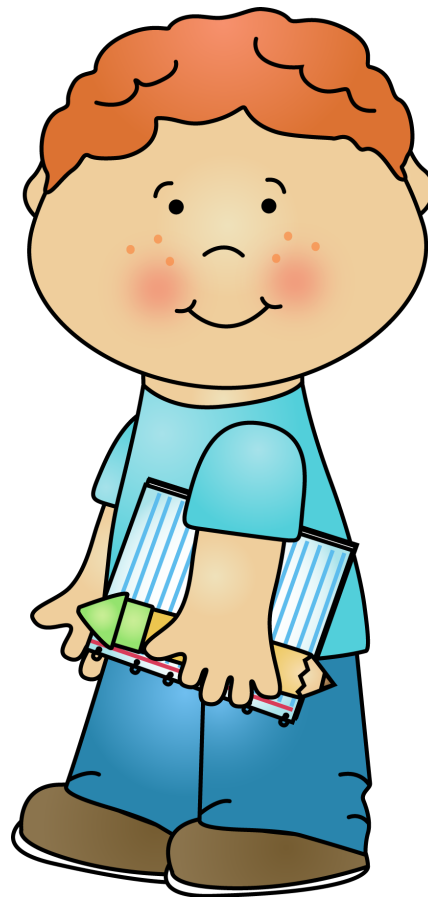
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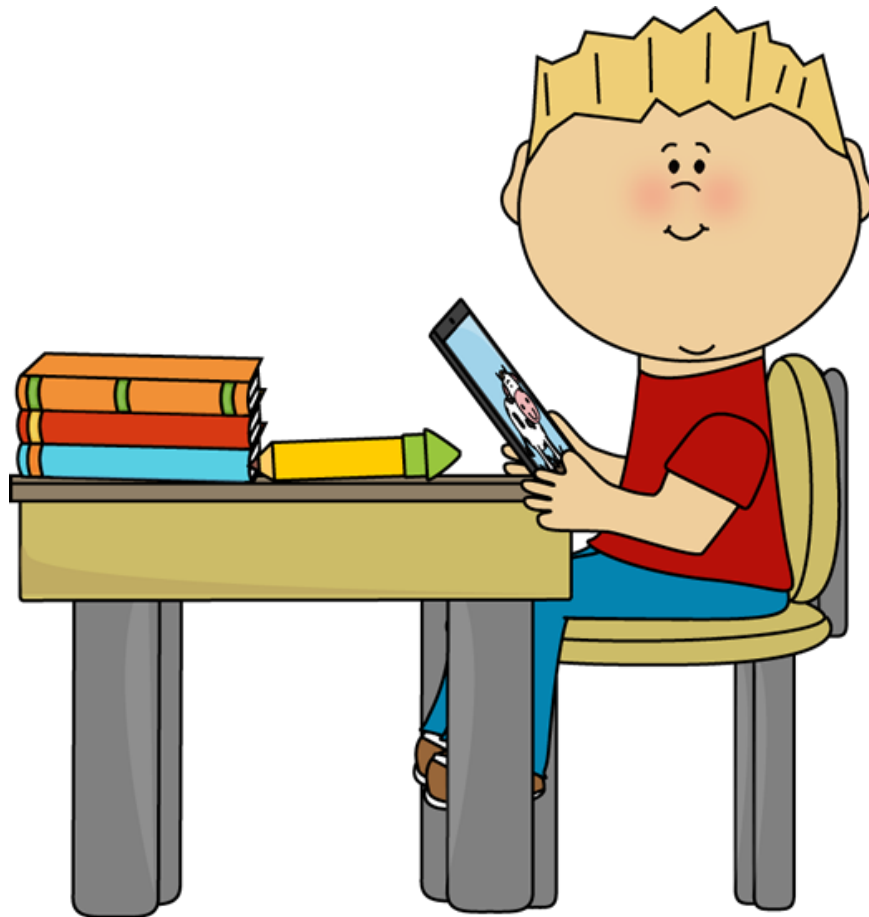
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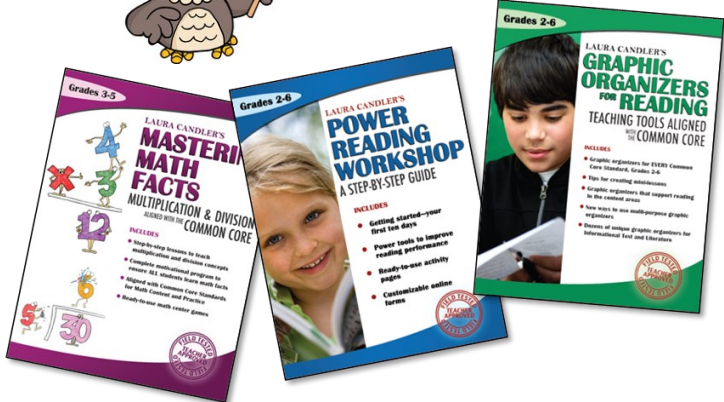
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Laura Candler

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