



Master Filing System

*Understanding Language-Based Learning Disabilities,
Study Skills and Academic Competence, by Patricia W. Newhall,
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Suggested Strategy

Materials

- sturdy zipper binder
- monthly/weekly calendar
- daily planner
- color-coded folder for each subject
- zippered storage case.

Any papers or handouts for the unit being studied in class must be filed in the colored subject folder along with class notes. Additionally, an attached case with space for pens, computer discs, calculators, etc., ensures that students will always have what they need at hand. The binder goes back and forth to school daily.

System

Put the master filing system together along with the students. Explain to them how and why the system will benefit them. Model for them what the system looks like, and help them use it every day until it becomes habit.

The key to this system is regular cleanouts of folders. Ideally, the cleanout will be done as part of preparing for a test or other project for the unit. If students must use all the unit information to complete a project or a study guide, they will begin to see how the system benefits them. For example, students may use the materials in their folder to create a unit study sheet that has important vocabulary, a summary of the main ideas of the chapter or unit, and questions. After the test, this sheet can be attached to the unit packet and filed in a classroom cabinet to be used later for exam preparation.

Consistent use and guided practice are the keys to success!