



END-OF-YEAR PLANNING GUIDE

Save yourself some time and headache by deciding at the beginning of the year what you want the end of your year to look like.

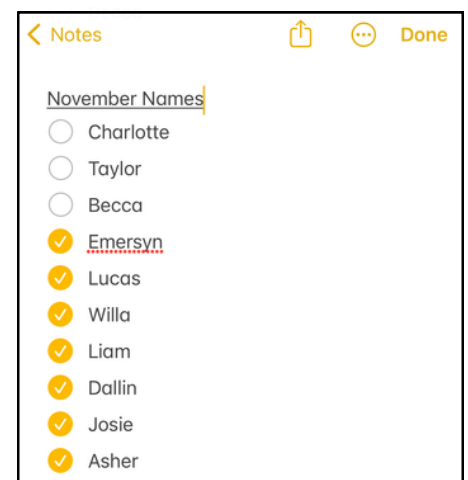
QUESTIONS TO ASK:

- Will I have a year-end program or open house, and will I want to display student work at this event?
- Do I want to compile a portfolio for each student?
- Do I want to collect writing samples of particular skills, such as name writing?
- Would I like to provide each student with a yearbook or digital scrapbook of our year together?

ACTION TO TAKE:

Once you have determined what you would like to collect over the course of the year, you'll need to set up a plan for tracking the collection of each item for each student.

For example, I collected writing samples of each student's name every month during the school year to show progress as their skills increased. I kept a note on my phone where I could mark the collection of each sample each month. A quick glance at my note throughout the month enabled me to see who I still needed to gather a sample from so I could be sure not to miss anybody.



ACTION TO TAKE CONT.

Make a plan for how and where you'll store items throughout the year. If you are collecting art samples, be sure that they are stored flat in a dry, dark place to preserve color and quality. Portfolio items should also be stored flat or in a folder that will prevent bends and wrinkles. You might choose to have an individual folder for each student at the beginning of the year to store their items in, or you might keep everything together and separate them out at the end of the year.

DECIDE HOW TO PRESENT:

Contemplate how you'll present your collected items at the end of the school year. For example, if you are having a year-end program and want to display items, plan ahead for how you'll do that, as it might impact which items you choose to save.



The year we had an art gallery at our program, I didn't plan ahead for the size of foam board I would need to accommodate the amount of art I had saved--oops! Since the foam board was saved to be re-used, I was better prepared for the sizes of art pieces to hold on to the next time around. Your plan can change and evolve as the year goes on, but starting with a general plan in mind can save a lot of time at the end.

Use the following worksheet to help you outline a basic plan:

**WHAT ITEMS DO I WANT TO SAVE FOR
THE END OF THE YEAR?**

**HOW DO I PLAN TO TRACK THE
COLLECTION OF ITEMS?**

WHERE/HOW WILL I STORE COLLECTED ITEMS?

**HOW DO I WANT TO PRESENT ITEMS
AT THE END OF THE YEAR?**