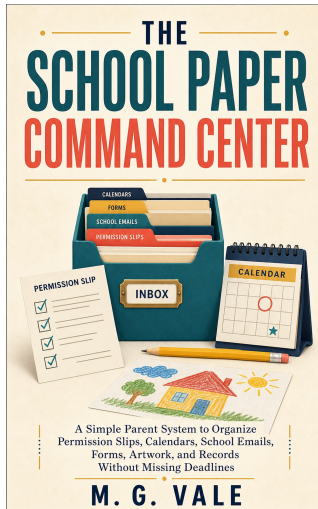




FREE PARENT STARTER KIT

The School Paper Command Center

A five-part weekly system for forms, calendars, school emails, artwork, and records.

PRINT IT

POST IT

RESET WEEKLY

**The goal is not to
keep every paper.
The goal is to move
each paper to its
next useful place.**

Use this kit for one week. Keep what reduces friction. Change what does not fit your family.

Companion to *The School Paper Command Center* by M. G. Vale

1. Build the six-part route

Give every school item a next stop.

Set up these six destinations using folders, trays, a wall pocket, or whatever your home already has. Labels matter more than containers.

ROUTE	DESTINATION	WHAT BELONGS THERE
1	INBOX	Everything from backpacks and printed notices lands here first.
2	ACTION	Forms to sign, fees to pay, calls to make, and supplies to send.
3	CALENDAR	Events, deadlines, due dates, theme days, and appointments.
4	RETURN	Completed items that must go back to school.
5	RECORDS	Report cards, IEP/504 documents, health forms, and lasting records.
6	MEMORIES	A deliberately limited home for meaningful artwork and keepsakes.

HOUSE RULE

No school paper gets a seventh destination called 'somewhere safe.'

2. Run the Monday-morning reset

Fifteen minutes. Six decisions.

Pick one consistent time each week. Sunday evening often works better than Monday morning; the name matters less than the rhythm.

0-3 min	EMPTY	Empty backpacks and collect school papers from counters, cars, and bags.	[]
3-6 min	SORT	Move every item to Action, Calendar, Return, Records, Memories, or recycling.	[]
6-9 min	CALENDAR	Enter dates immediately. Include what is due, who owns it, and what must travel.	[]
9-12 min	COMPLETE	Sign forms, pay simple fees, and write the next action on anything unfinished.	[]
12-14 min	RETURN	Place completed items in the return spot or directly into the correct backpack.	[]
14-15 min	PREVIEW	Check the next seven days aloud with every caregiver and student involved.	[]

Weekly family preview

The most important deadline this week is:

The item that must go back to school is:

The caregiver handoff that needs confirmation is:

Make ownership and deadlines visible.

Write only items that require action. Information-only notices do not belong here.

ITEM / ACTION	OWNER	DUE	NEXT STEP	DONE
				[]
				[]
				[]
				[]
				[]
				[]
				[]
				[]
				[]
				[]

A useful next step starts with a verb:

sign, pay, call, upload, pack, return, schedule, confirm

4. Decide what deserves space

Keep records and memories on purpose.

KEEP AS A RECORD	Report cards; IEP/504 documents; formal evaluations; health and accommodation records; discipline or attendance documents that may matter later.
KEEP TEMPORARILY	Current schedules; classroom procedures; active project directions; team rosters; transportation information; notices tied to the current term.
KEEP AS A MEMORY	A small, chosen sample that shows growth, personality, effort, or a family milestone.
RECYCLE / DELETE	Duplicates; expired reminders; routine worksheets; portal printouts that remain reliably available; papers kept only because no decision was made.

READY FOR THE COMPLETE SYSTEM?

The School Paper Command Center

Build the full parent system for permission slips, calendars, school emails, forms, artwork, records, multiple caregivers, and the weeks when routines fall apart.

calmhouseholdsystems.com/school-paper