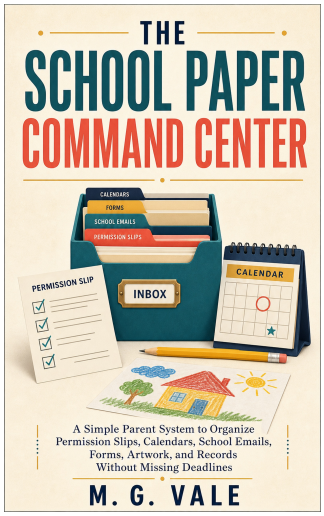


FREE PARENT STARTER KIT

# 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:

_____

3. Use one action tracker

# 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