



Using Your Student Planner

Tips to help your child effectively use their student planner.

1. On the last page of the planner students are encouraged to write in pencil, their schedule for the semester, as well as the bell schedule.
2. Students should enter homework assignments on both the day that the assignment is given as well as the day it is due. Under the subject column, students should enter the subject pertaining to the given homework assignment (i.e. math, science, language arts, etc.). Under the Assignment & Due Date column students enter the description of the assignment as well as the Due Date. **This is critical!** Students should not simply write “Math—HW,” they need to be specific; e.g., Math, do questions 1-12 on pg. 47. Students should then flip forward in their planner to the due date and again fill in the subject of the assignment and indicate the assignment is due that day.
3. Some students select to use different pen colors to denote when assignments are given, and when assignments are due.
4. For larger assignments and tests with longer due dates, students should put a reminder in the “This Week” section at the top of the left-hand page of the week in which the assignment is due.
5. When informed of a test or quiz, students should enter this information on the date in the planner that the test or quiz will be given. Enter the subject as described, followed by the text “TEST” or “QUIZ” and a description of the material to be covered. It is important for students to also denote the test or quiz in the “This Week” section at the top of the left-hand page.
6. You can learn of upcoming assessments by visiting ACP’s website.
7. It is important for students to journal ALL of the events in their lives in their planner. They need to see that they have soccer practice the night before an exam in order to schedule their time accordingly in the days prior to their exam.
8. Cross-out activities as they are completed. This has two effects: 1) students can readily see what assignments remain, but 2) this exercise creates a sense of accomplishment and pride for having completed the assignment.
9. Review the planner DAILY. The key to the planner’s success is this step. Each morning before the student leaves for school, it is important for them to briefly review what will be happening that day, that week, and the following week. Studies have shown that this simple 5 minute exercise saves more than one hour of wasted time each day!
10. Enter classmates contact information. In the event that your child misses a class, they may contact a friend to receive homework and other pertinent information.
11. Set goals. Each week students may enter goals they would like to achieve. This area is found in the upper left corner of the right-hand page in the week-at-a-glance section. The act of writing down goals causes students to visualize the attainment of these goals which increases the likelihood that the goals are achieved.
12. Keep track of your planner. Replacement cost for a new planner is \$5.