

Student Paper Collection Procedure and Stack-Stapling Procedure to Avoid:

*(1) The Loss of Student Papers and
(2) Student or Parent Claims that You Have Lost a Student's Paper*

Teachers in general have a lot of papers to process. And math teachers, for example, can handle hundreds and hundreds of pieces a paper a week, both of student work and other school-related documents.

If you don't lose papers and/or have parents and students claiming that you do, you won't need a procedure like the one below.

(Note: Some of the paper counting and name-checking elements may not be appropriate for classes of secondary students.)

Steps

Step 1: Announce that you are taking up papers. Have the students check for their name on their paper. Announce that you will wait while they do this. (NOTE: You can have the students check their neighbor's paper if you like.)

Step 2: Go to the front of row one. Have the students pass their papers forward. Do the following or have the first student of row one do this: Quickly count the number of students in row one. Count the number of papers you've collected from row one. Scan for names on papers if you have time. **GIVE PINK SLIPS (aka RESPONSIBILITY CARDS) to students who have nothing to turn in.** (Please see my website for a downloadable copy of a PINK SLIP form.)

Step 3: Go to the front of row two. Repeat the same procedure for collecting and counting papers as done for row one.

Step 4: Repeat this procedure for all rows.

Step 5: Retrieve any PINK SLIPS. Check (at least) that student names have been written on the PINK SLIPS.

Step 6: Go to the front of the room. Staple the stack of papers, stapling any PINK SLIPS in the front. If you use grading slips, paperclip a grading slip to the stack. (Please see my website for a downloadable, modifiable grading slips form.) Place the stack of papers in the appropriate slot in your www.callowayhouse.com assignment "Collector/Protector" or wherever it is that you store collected, waiting-to-be-graded student papers.

Step 7: When it's time for grading, **KEEPING THE STACK STAPLED**, grade the papers, record the grades onto the grading slip, and staple the grading slip into the manila folder in which you store grading slips for a physical backup of grades (if you use grading slips). **TEAR OFF PINK SLIPS AND FILE THEM IN YOUR HUGE BINDER OF STUDENT INFORMATION FOR YOUR RECORDS.** As soon as possible, enter the grades from the grading slip into your computer/electronic gradebook.

Step 8: Return the **STILL STAPLED, NOW GRADED** stack of papers to the assignment "Collector/Protector" or wherever it is that you store graded, waiting-to-be returned student papers.

Step 9: **Only once it's time to pass back the papers, now** unstaple the stack **IN FRONT OF THE CLASS** and pass the papers back.