

# Take Home Folder

**Summary:** Facilitates communication between school and home.

## When to use:

- To create open lines of communication between school and home.
- At the end of each school day, once a week, or to send important information home with students.

## How to use:

1. Provide each student a folder that is sent home on a set schedule (every Tuesday) or as needed.
2. Possible contents: schoolwide notes, letters about classroom activities, school newsletter and any other information that needs to be communicated to the family.
3. The student takes the folder home and returns it to a specific classroom location as part of a morning routine.

### Tips:

- Some students may need visual supports to complete the return routine independently.
- If your school has a school-wide system in place, follow it. It is not uncommon for elementary schools to have a specific colored folder that goes home once a week, you do not need to create a new system for your students.