

PROGRAM MASTERS

THE PROGRAM MASTERS CONTAIN

- ✦ Present Levels of Performance (PLOPs) Chart
- ✦ Curriculum Progress Guide
- ✦ Lesson Plans
- ✦ Progress-Tracking Data Sheets
- ✦ Alternate Data Sheets
- ✦ Labels (for all programs)

ORGANIZING YOUR PROGRAM MASTERS

- ✓ **Program Masters** – The Program Masters are a printed set of each program lesson plan and corresponding data sheet. They come hole punched so you can easily put the master set into a binder. Keeping them together in one spot will make it easy to find the lesson plan and/or data sheet you need when it comes time to make additional copies. Use the table of contents to locate the specific lesson or data sheet needed.
- ✓ **Copies** – You will need to make multiple copies of the Program Masters. It is recommended you start with 10 copies of each lesson plan and 20-30 copies of each data sheet depending on the size of your class. You will only need one lesson plan to reference, but you will need multiple data sheets.
- ✓ **Hanging Files** – It is recommended you use hanging files to organize the copies of your data sheets and lesson plans. You will need approximately 200 hanging files in order to organize all masters.

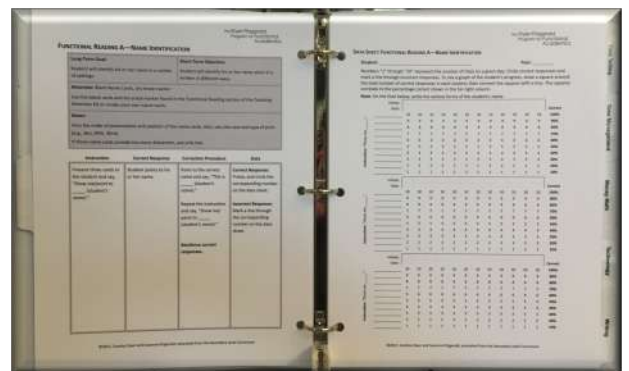
Teacher Tip: If you order hanging files through Amazon, as of August 2017, you can get 8 Boxes - Hanging Folders/Standard Green (25/Box) ≈ \$8.99 per box

- ✓ **Labels** – The labels you have been given are designed to organize your lesson plans and data sheets. They fit perfectly on the standard plastic tabs that come with hanging files. Put copies of the lesson plans behind the program tab and the corresponding data sheet immediately following. See example. →



- ✓ **Hole Punching** – It is helpful to hole punch the copies of the masters at the time of copying. Having data sheets copied, hole punched, and ready to go will make setting up Program Data books a breeze. It will also keep your classroom running smoothly once the Program is up and running.

Teacher Tip: If you hole punch the lesson plans opposite the data sheets, when you put them into Program Data books, staff will be able to see the student's data and lesson plan simultaneously without needing to flip back and forth. This is especially helpful when staff are first learning to run programs. See example. →



If you want to print additional tabs, the templates are provided on your flash drive and can easily be modified. Inexpensive labels can be purchased on www.onlinelabels.com. The label information for this size label is below.

- 1.75" x 0.5" standard white labels ≈ \$10.45 for 100 sheets (8000 labels)
- You can also use the Avery 8167 label template