

# Organizing Homeschool Paperwork in Binders

If organizing homeschool materials is overwhelming, here is a simple way to work quickly through the piles that are threatening to overtake your home! See the full post about why I use binders [here](#).

## Supplies

- Three ring binders (preferably three inch)
- Top loading acid free sheet protectors
- Cardstock
- Printer, Markers or Sharpies

## Procedure

1. Quickly sort through papers and discard anything that can easily go. You are only doing keep or go in this step. Do not try to organize or categorize at this point.
2. Sort remaining papers into piles by topic:
  - Math
  - Copywork
  - Science
  - Reading
  - Writing
  - Foreign Language
  - History
  - Grammar

Unless there is some state requirement, there is no need to organize each pile by date.

3. Put each topic in its own sleeve(s).
4. Have child sort out art projects, drawings, etc. Ask him/her to discard some and group others in a way that makes sense to him/her.
5. Place art work in sleeves by type or season (as decided by child).
6. Print out or write up spine labels with appropriate grade and child's name. (Optional: Have child decorate cover insert.)
7. Other materials to consider adding:
  - List of library books for the year (download from library website)
  - Attendance records (copy)
  - Lesson plans (copy)
  - Awards, certificates of completion
  - Co-op progress reports or report cards
  - Standardized testing results
  - Birthday cards, notes from others

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