

Keeping Track of Assignments

SUBJECT	ASSIGNMENT	DATE DUE	TURNE D IN	RETURNED	GRADE
English	Book Report	Wed 9/20	Wed 9/20	Thurs 9/28	B
Math	Test Ch. 1	Fri 9/22	Fri 9/22	Mon 9/25	83

- Use the above chart as a **model**.
- Keep track of **each** and **every** assignment.
- Make any changes that will help you design your own way of keeping track of assignments, tests, quizzes, reports, etc.