

File Folder Preparation Instructions

We have redesigned the Themes First! independent work collection with two main goals in mind:

1. **Streamline the preparation process to reduce teacher workload**
We've made the independent work materials more user-friendly so educators can easily create and re-use activities, saving time and resources.
2. **Align all independent work tasks with Common Core standards and learning objectives**
We've redesigned activities both to improve the quality of the tasks and to promote generalization of academic skills.

One of the outcomes of this effort was the design of multi-use file folders. Rather than creating a unique monthly set of file folders for each theme unit, teachers can now use templates to create one set of file folders that can be used in different ways across multiple theme units throughout the year.

We've designed the file folder templates in a rotation system so types of tasks vary from one theme unit to the next. This means that certain file folders will only be used for specific months, rotating on a regular schedule so that all file folders listed under the corresponding levels below are used within one school year.

To help you prepare your classroom's independent work stations:

- Create the file folder templates listed below according to your students' individual learning levels. *Note:* if more than one student will be engaged in independent work tasks at the same time, **you will need one set of folders for each student**
- Attach an envelope with affixed velcro to the back of each file folder to create storage for each month's theme unit supplemental images and task supports; switch out the envelope every month to correspond with that theme unit's supplements
- Laminate a sheet of paper, affix velcro strips, and place each task's monthly supplemental images and task supports here for students to keep materials at-hand and organized as they complete each task

[Level 1.....Pages 2-6](#)

[Level 2..... Pages 7-14](#)

[Level 3.....Pages 15-21](#)

LEVEL 1

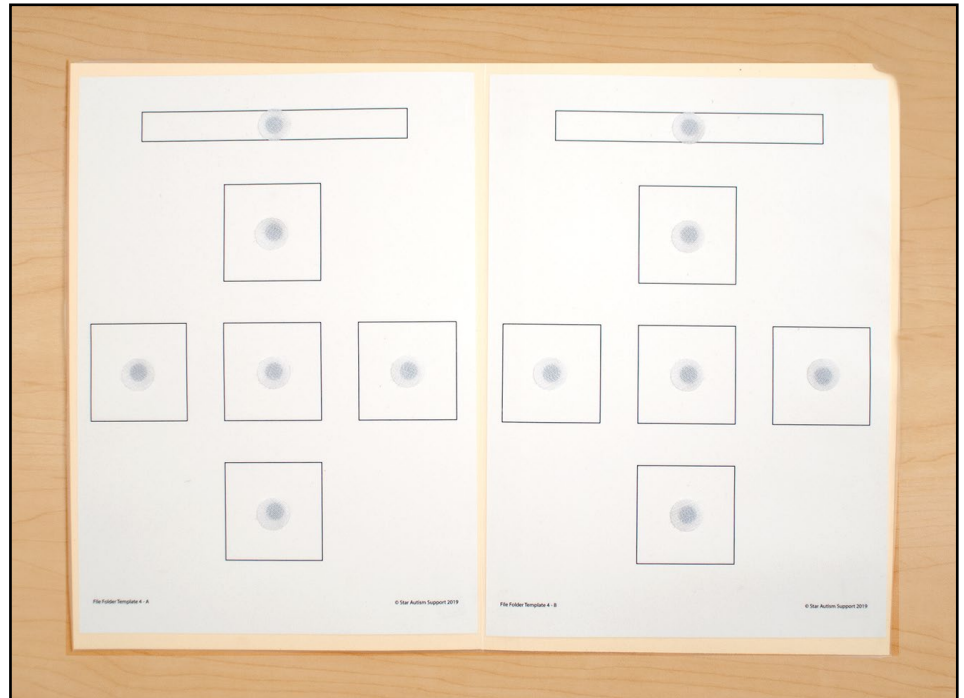
The following templates are needed for **Level 1** students: 4, 6*, 9, 10, 11*

***Note:** Multiple copies of file folder 6 and 11 are needed in order to prepare all of the provided work tasks each month

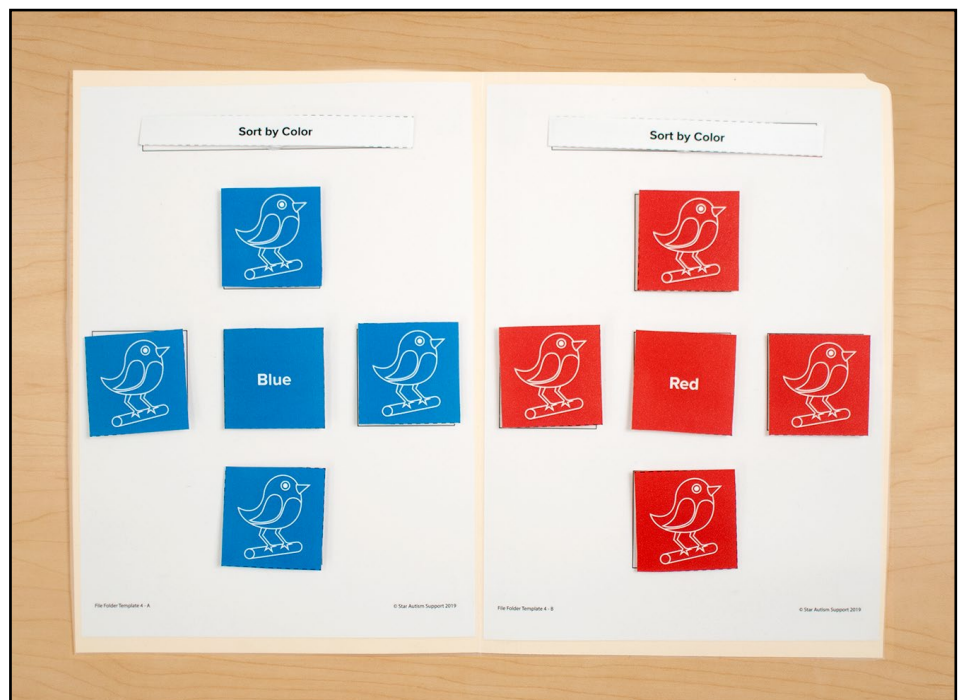
File Folder Template 4

File Folders Needed: 1

To create this file folder, print both template pages and glue or tape each page to one side of a folder. Laminate the folder. Place hard velcro dots on each gray circle (soft velcro will go on the file folder supplements that you receive each month as a part of the theme unit).



Completed template



Example of template used with a level 1 file folder supplement

LEVEL 1

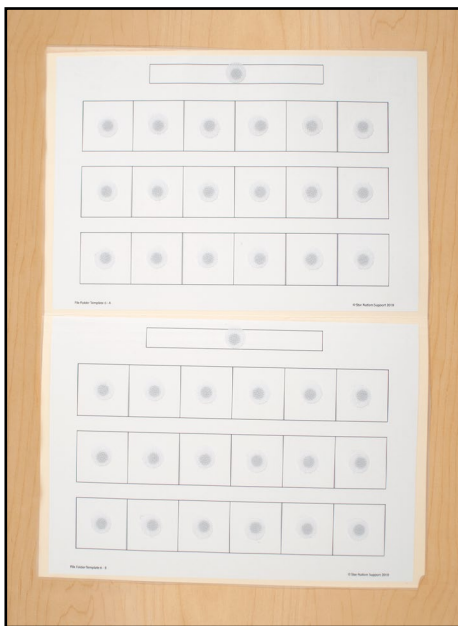
The following templates are needed for **Level 1** students: 4, 6*, 9, 10, 11*

***Note:** Multiple copies of file folder 6 and 11 are needed in order to prepare all of the provided work tasks each month

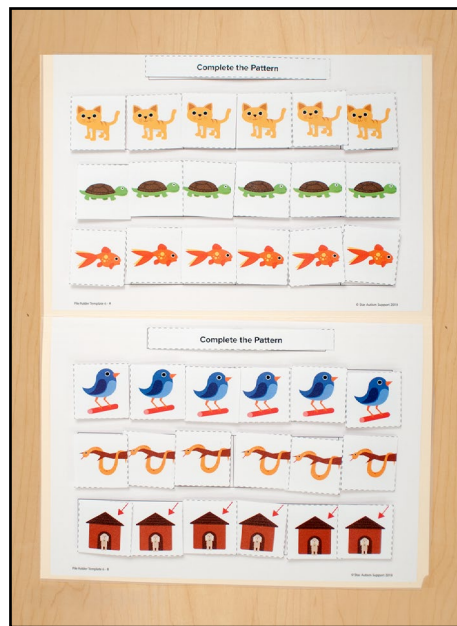
File Folder Template 6

File Folders Needed: 2

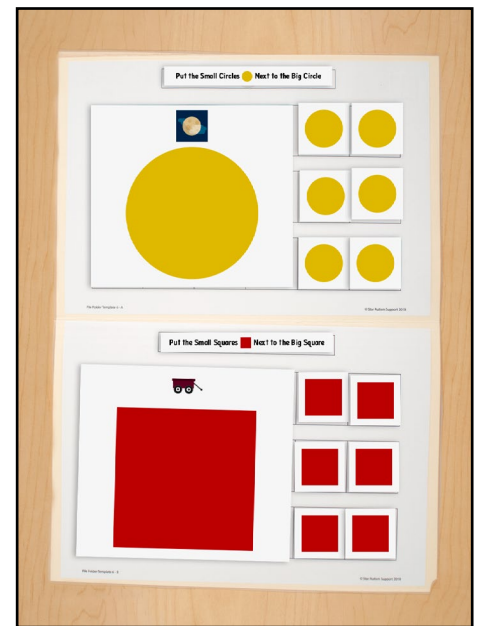
To create this file folder, print both template pages and glue or tape each page to one side of a folder. Laminate the folder. Place hard velcro dots on each gray circle (soft velcro will go on the file folder supplements that you receive each month as a part of the theme unit). This file folder will be used in several different ways; refer to the examples below.



Completed template



Example of template used with a level 1 file folder supplement



Example of template used with a level 1 file folder supplement

LEVEL 1

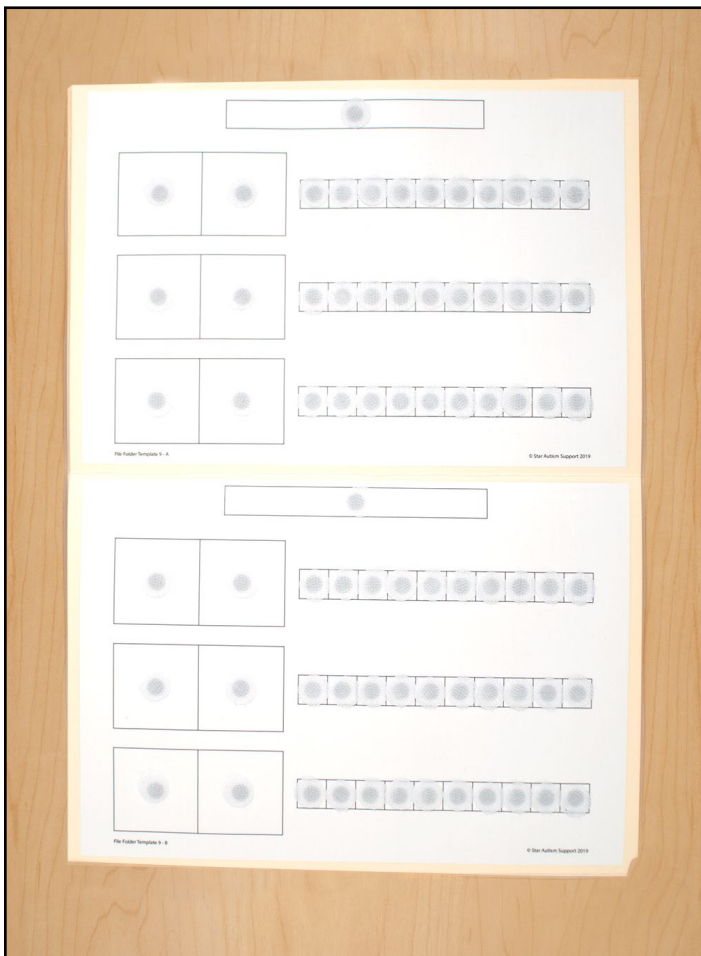
The following templates are needed for **Level 1** students: 4, 6*, 9, 10, 11*

***Note:** Multiple copies of file folder 6 and 11 are needed in order to prepare all of the provided work tasks each month

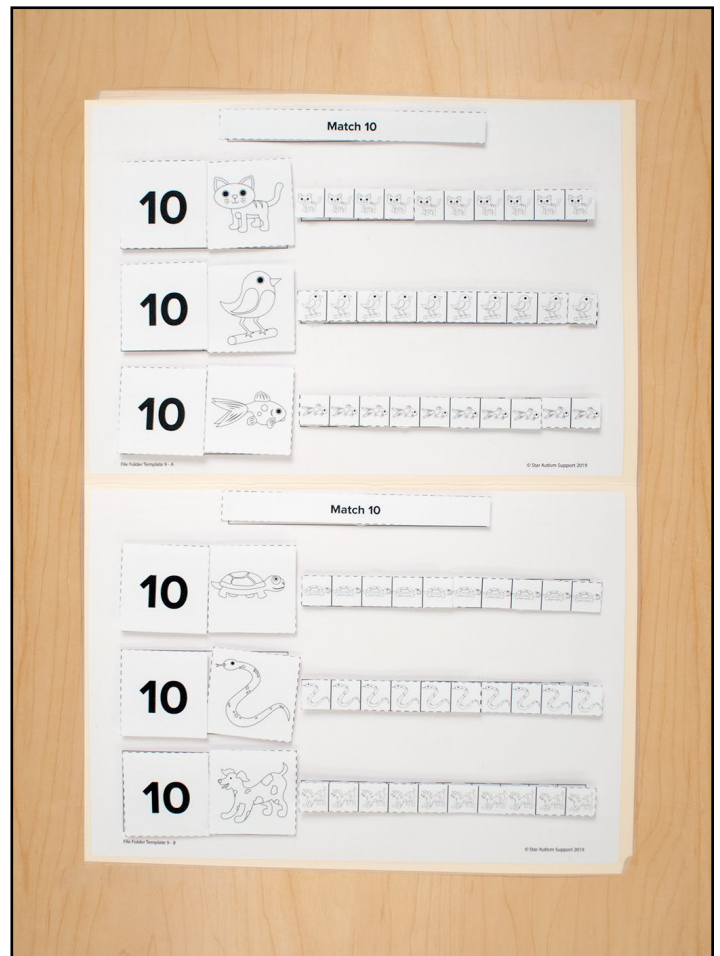
File Folder Template 9

File Folders Needed: 1

To create this file folder, print both template pages and glue or tape each page to one side of a folder. Laminate the folder. Place hard velcro dots on each gray circle (soft velcro will go on the file folder supplements that you receive each month as a part of the theme unit). For the set of ten boxes on this template, consider using a single thin strip of velcro, making sure that the lines separating the boxes are still visible.



Completed template



Example of template used with a level 1 file folder supplement

LEVEL 1

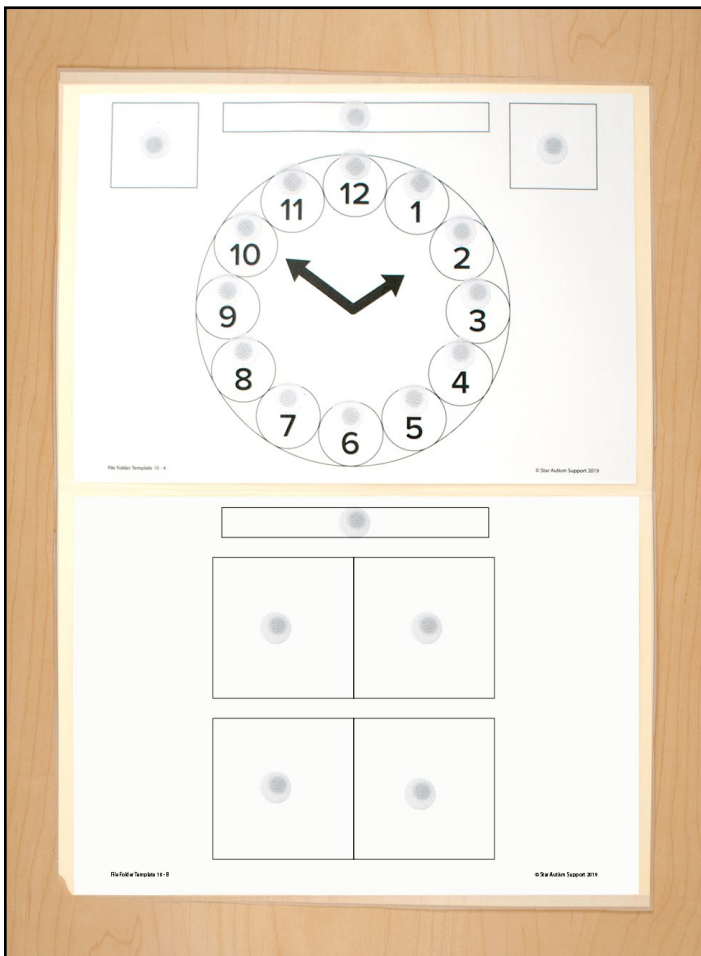
The following templates are needed for **Level 1** students: 4, 6*, 9, 10, 11*

***Note:** Multiple copies of file folder 6 and 11 are needed in order to prepare all of the provided work tasks each month

File Folder Template 10

File Folders Needed: 1

To create this file folder, print both template pages and glue or tape each page to one side of a folder. Laminate the folder. Place hard velcro dots on each gray circle (soft velcro will go on the file folder supplements that you receive each month as a part of the theme unit).



Completed template



Example of template used with a level 1 file folder supplement

LEVEL 1

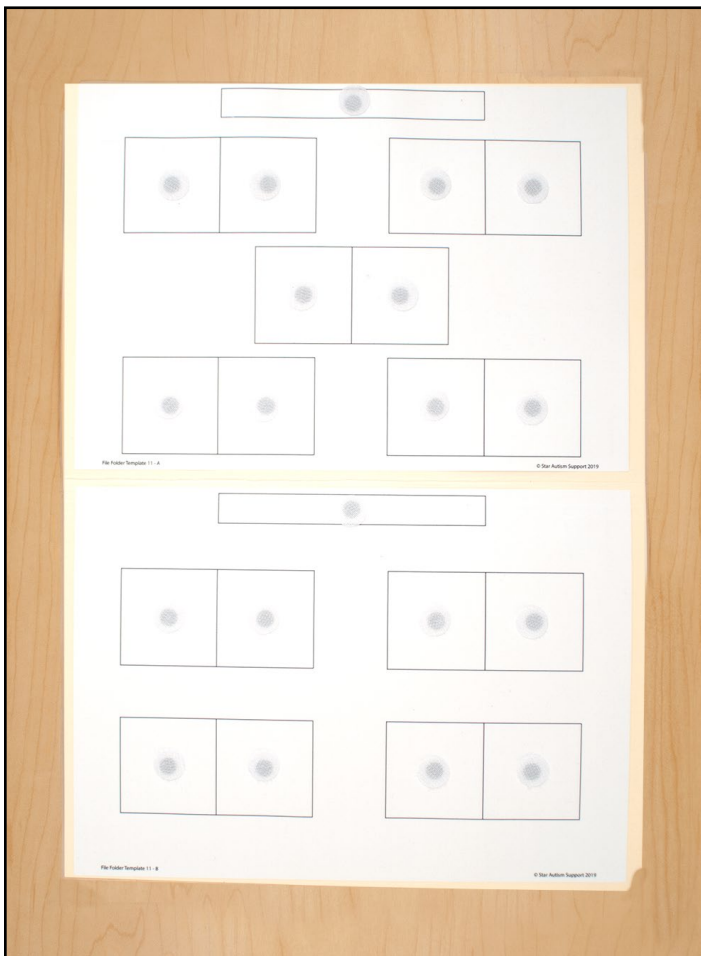
The following templates are needed for **Level 1** students: 4, 6*, 9, 10, 11*

***Note:** Multiple copies of file folder 6 and 11 are needed in order to prepare all of the provided work tasks each month

File Folder Template 11

File Folders Needed: 2

To create this file folder, print both template pages and glue or tape each page to one side of a folder. Laminate the folder. Place hard velcro dots on each gray circle (soft velcro will go on the file folder supplements that you receive each month as a part of the theme unit).



Completed template



Example of template used with a level 1 file folder supplement

LEVEL 2

The following templates are needed for **Level 2** students: 1, 2*, 3, 6*, 7, 8, 9, 11

***Note:** Multiple copies of file folder 2 and 6 are needed in order to prepare all of the provided work tasks each month

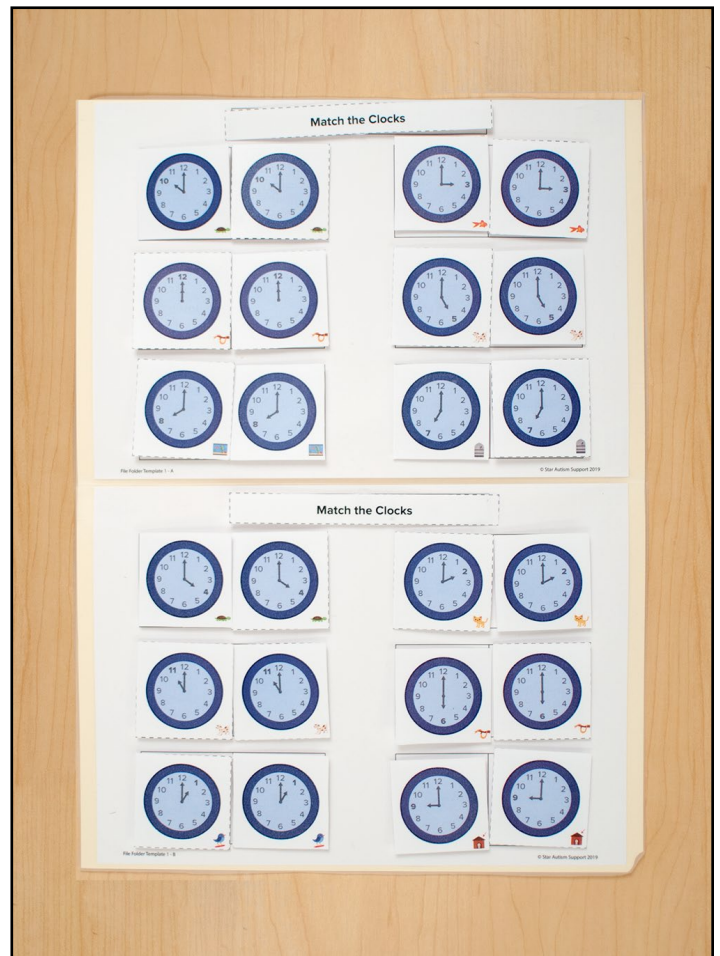
File Folder Template 1

File Folders Needed: 1

To create this file folder, print both template pages and glue or tape each page to one side of a folder. Laminate the folder. Place hard velcro dots on each gray circle (soft velcro will go on the file folder supplements that you receive each month as a part of the theme unit).



Completed template



Example of template used with a level 2 file folder supplement

LEVEL 2

The following templates are needed for **Level 2** students: 1, 2*, 3, 6*, 7, 8, 9, 11

***Note:** Multiple copies of file folder 2 and 6 are needed in order to prepare all of the provided work tasks each month

File Folder Template 2

File Folders Needed: 2

To create this file folder, print both template pages and glue or tape each page to one side of a folder. Laminate the folder. Place hard velcro dots on each gray circle (soft velcro will go on the file folder supplements that you receive each month as a part of the theme unit). Place velcro strips on the gray lines. This file folder will be used in several different ways; please refer to the examples below.



Completed template



Example of template used with a level 2 file folder supplement

LEVEL 2

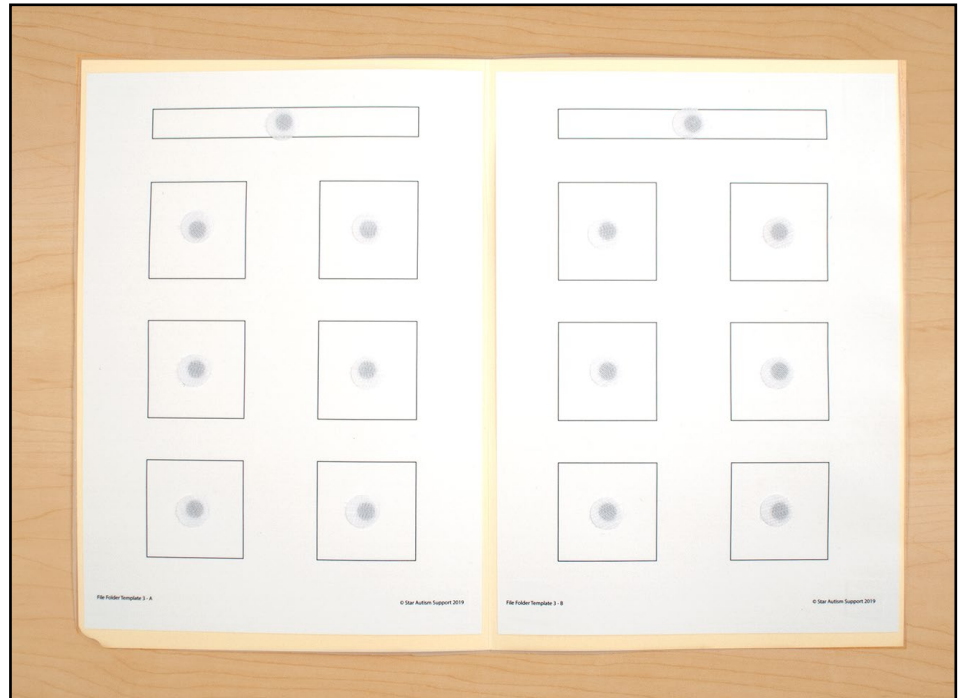
The following templates are needed for **Level 2** students: 1, 2*, 3, 6*, 7, 8, 9, 11

***Note:** Multiple copies of file folder 2 and 6 are needed in order to prepare all of the provided work tasks each month

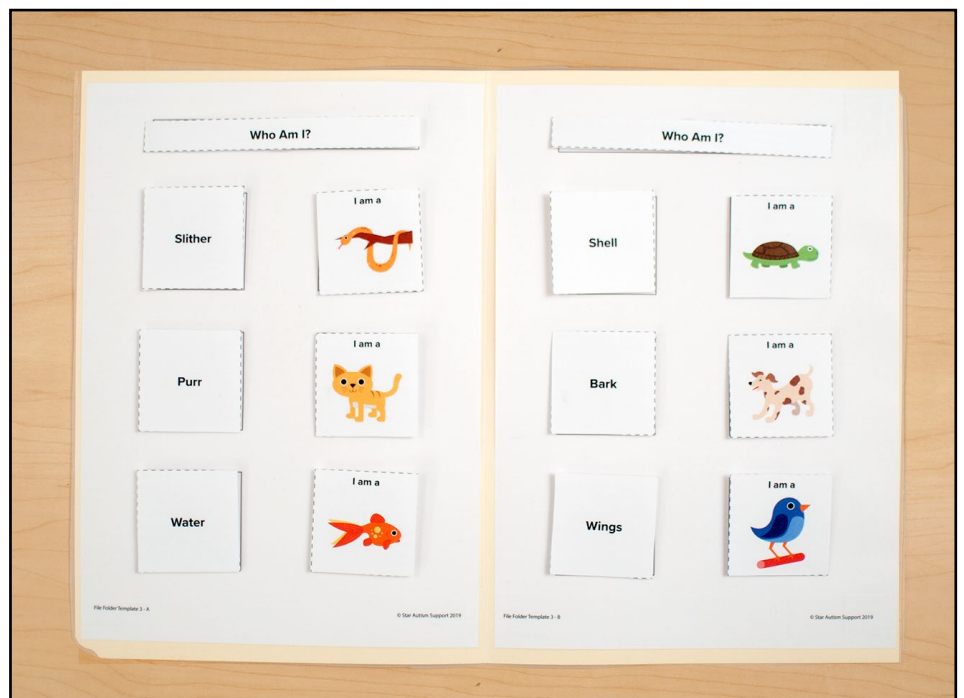
File Folder Template 3

File Folders Needed: 1

To create this file folder, print both template pages and glue or tape each page to one side of a folder. Laminate the folder. Place hard velcro dots on each gray circle (soft velcro will go on the file folder supplements that you receive each month as a part of the theme unit).



Completed template



Example of template used with a level 2 file folder supplement

LEVEL 2

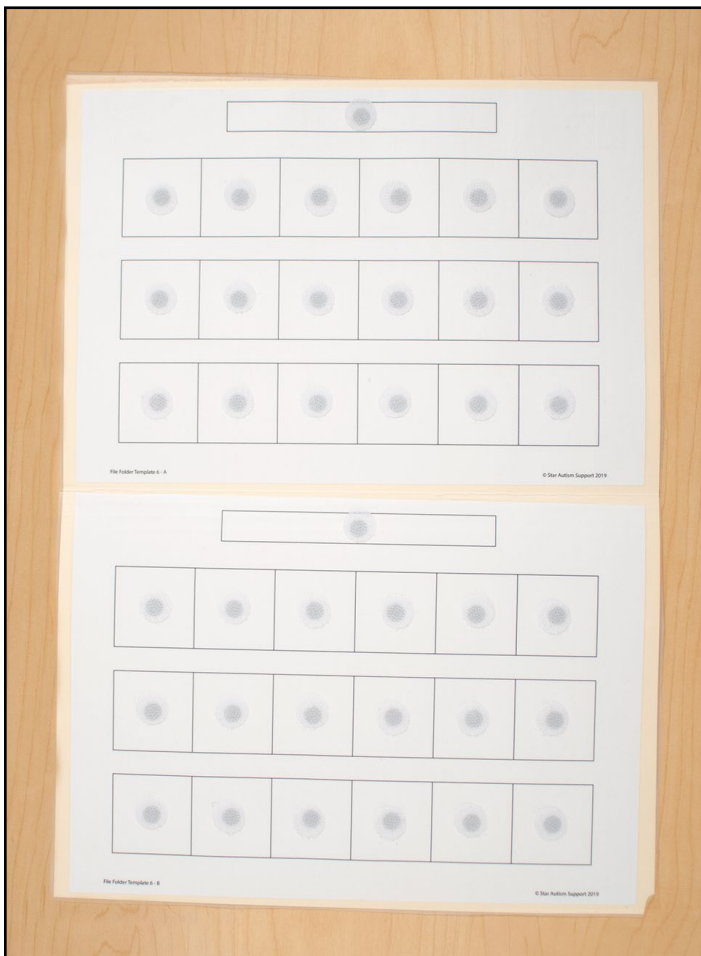
The following templates are needed for **Level 2** students: 1, 2*, 3, 6*, 7, 8, 9, 11

***Note:** Multiple copies of file folder 2 and 6 are needed in order to prepare all of the provided work tasks each month

File Folder Template 6

File Folders Needed: 2

To create this file folder, print both template pages and glue or tape each page to one side of a folder. Laminate the folder. Place hard velcro dots on each gray circle (soft velcro will go on the file folder supplements that you receive each month as a part of the theme unit). This file folder will be used in several different ways; please refer to the examples below.



Completed template



Example of template used with a level 2 file folder supplement

LEVEL 2

The following templates are needed for **Level 2** students: 1, 2*, 3, 6*, 7, 8, 9, 11

***Note:** Multiple copies of file folder 2 and 6 are needed in order to prepare all of the provided work tasks each month

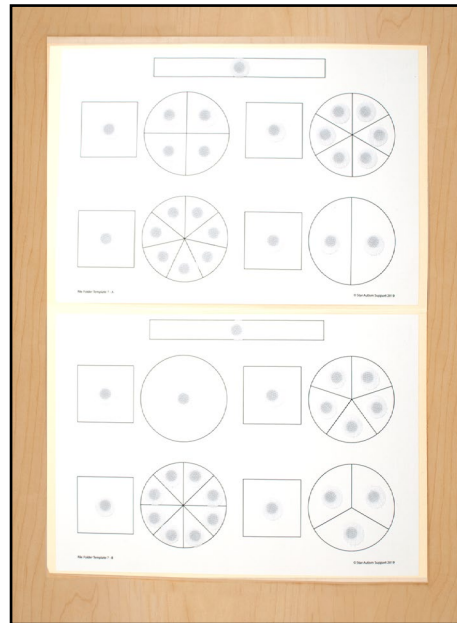
File Folder Template 7

File Folders Needed: 1

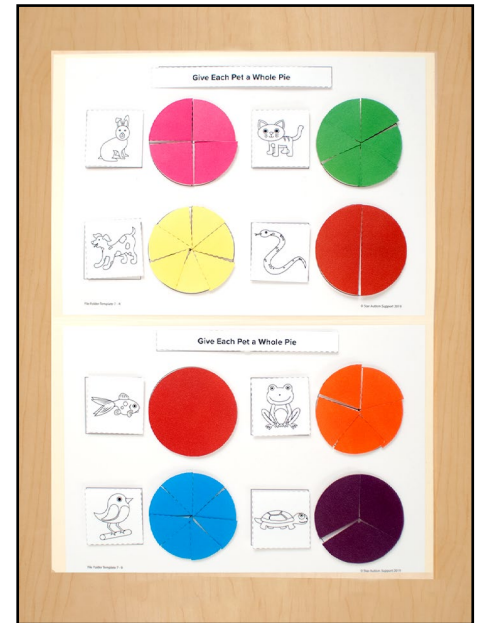
This file folder has two options from which to choose, based on the individual fine motor skills of your students. If the student is easily able to manipulate small objects and uses a pincer grasp without trouble, use option 1. If, on the other hand, the student struggles with picking up small objects, consider using template 7: option 2. This modified template offers the same learning concepts as option 1, but with larger manipulatives.

To create this file folder, print both template pages of your chosen option (1 or 2) and glue or tape each page to one side of a folder. Laminate the folder. Place hard velcro dots on each gray circle (soft velcro will go on the file folder supplements that you receive each month as a part of the theme unit).

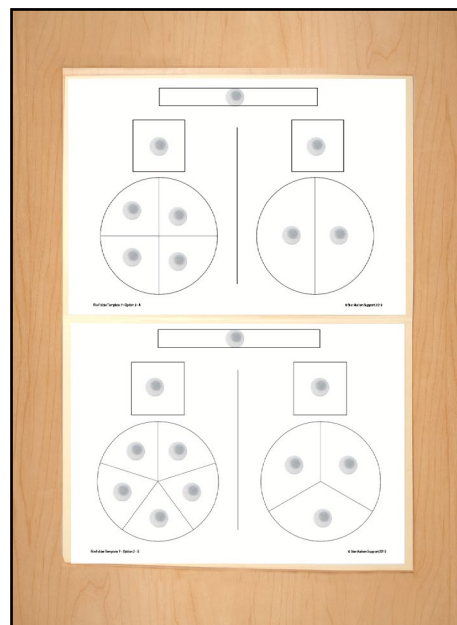
Note: Be sure to use the corresponding theme unit supplement for the file folder template option that you have chosen.



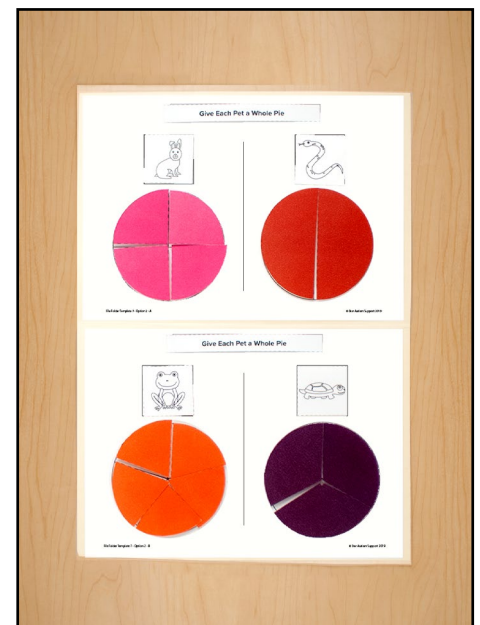
Completed template 7: option 1 template



Example of template 7: option 1 template used with a level 2 file folder supplement



Completed template 7: option 2 template



Example of template 7: option 2 template used with a level 2 file folder supplement

LEVEL 2

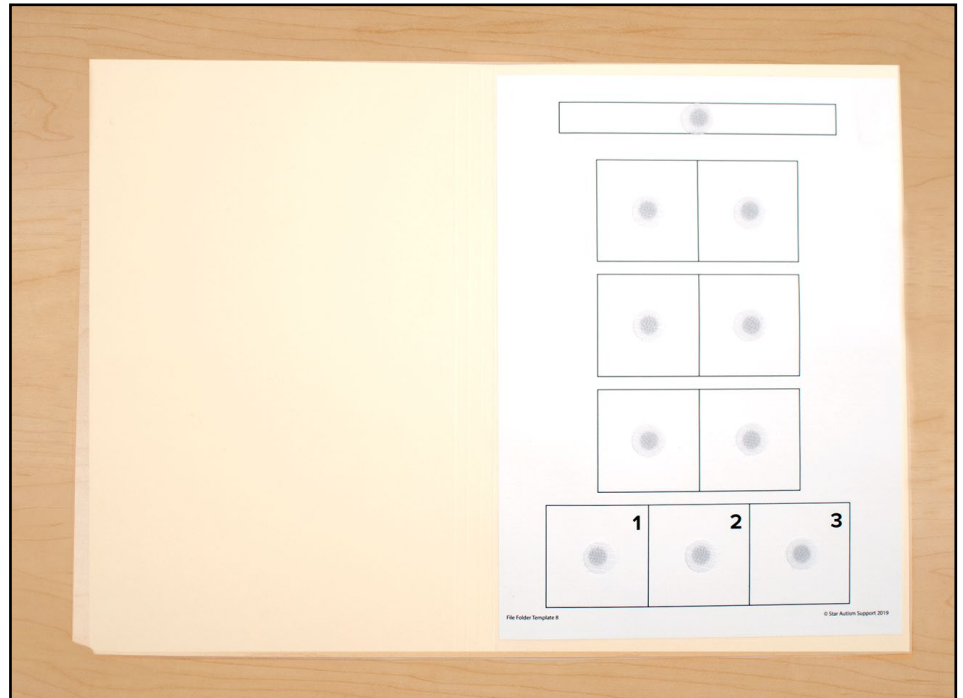
The following templates are needed for **Level 2** students: 1, 2*, 3, 6*, 7, 8, 9, 11

***Note:** Multiple copies of file folder 2 and 6 are needed in order to prepare all of the provided work tasks each month

File Folder Template 8

File Folders Needed: 1

To create this file folder, print both template pages and glue or tape each page to one side of a folder. Laminate the folder. Place hard velcro dots on each gray circle (soft velcro will go on the file folder supplements that you receive each month as a part of the theme unit).



Completed template



Example of template used with a level 2 file folder supplement

LEVEL 2

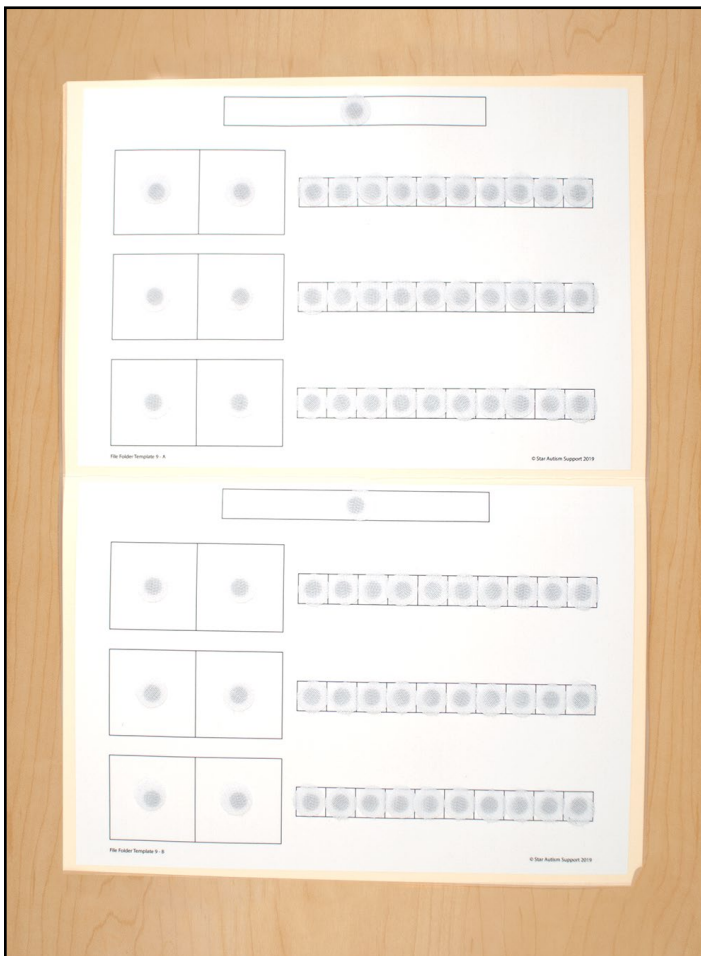
The following templates are needed for **Level 2** students: 1, 2*, 3, 6*, 7, 8, 9, 11

***Note:** Multiple copies of file folder 2 and 6 are needed in order to prepare all of the provided work tasks each month

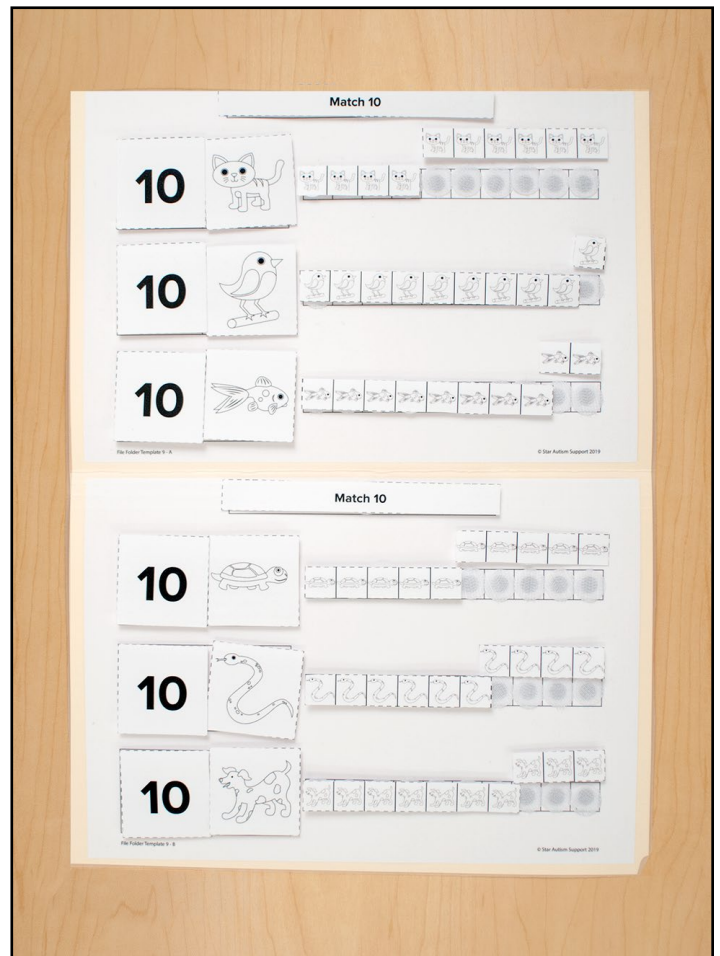
File Folder Template 9

File Folders Needed: 1

To create this file folder, print both template pages and glue or tape each page to one side of a folder. Laminate the folder. Place hard velcro dots on each gray circle (soft velcro will go on the file folder supplements that you receive each month as a part of the theme unit). For the set of ten boxes on this template, consider using a single thin strip of velcro, making sure that the lines separating the boxes are still visible.



Completed template



Example of template used with a level 2 file folder supplement

LEVEL 2

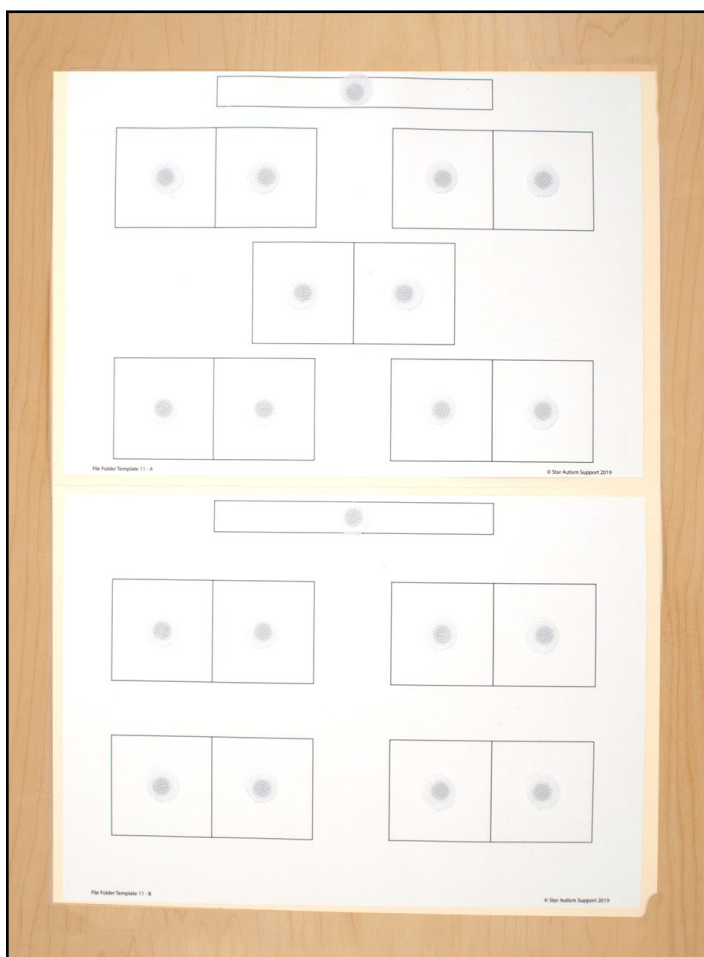
The following templates are needed for **Level 2** students: 1, 2*, 3, 6*, 7, 8, 9, 11

***Note:** Multiple copies of file folder 2 and 6 are needed in order to prepare all of the provided work tasks each month

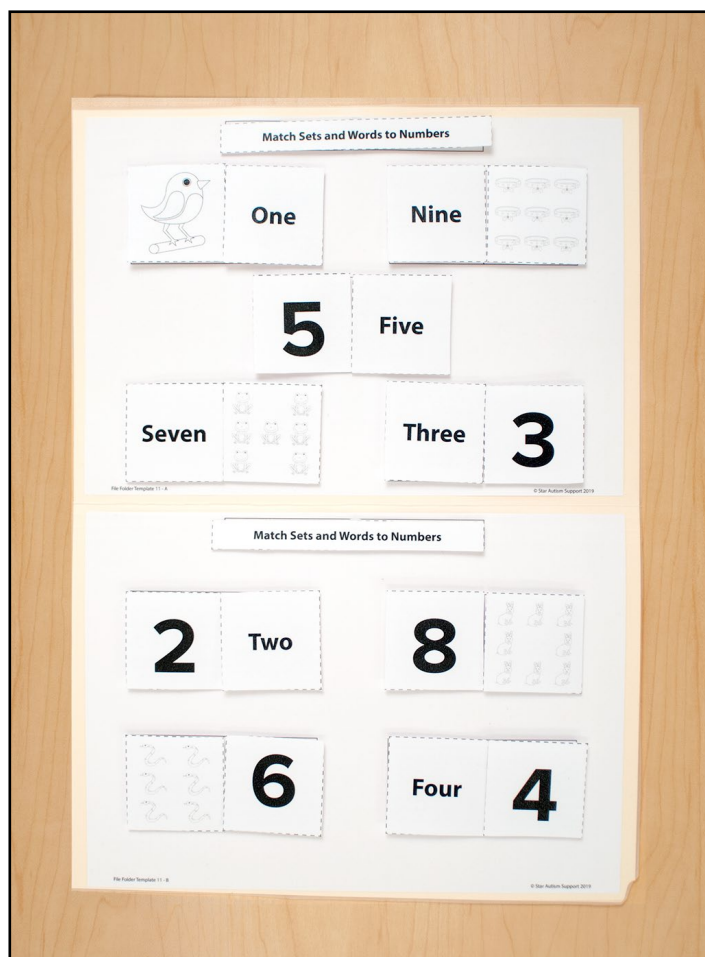
File Folder Template 11

File Folders Needed: 1

To create this file folder, print both template pages and glue or tape each page to one side of a folder. Laminate the folder. Place hard velcro dots on each gray circle (soft velcro will go on the file folder supplements that you receive each month as a part of the theme unit).



Completed template



Example of template used with a level 2 file folder supplement

LEVEL 3

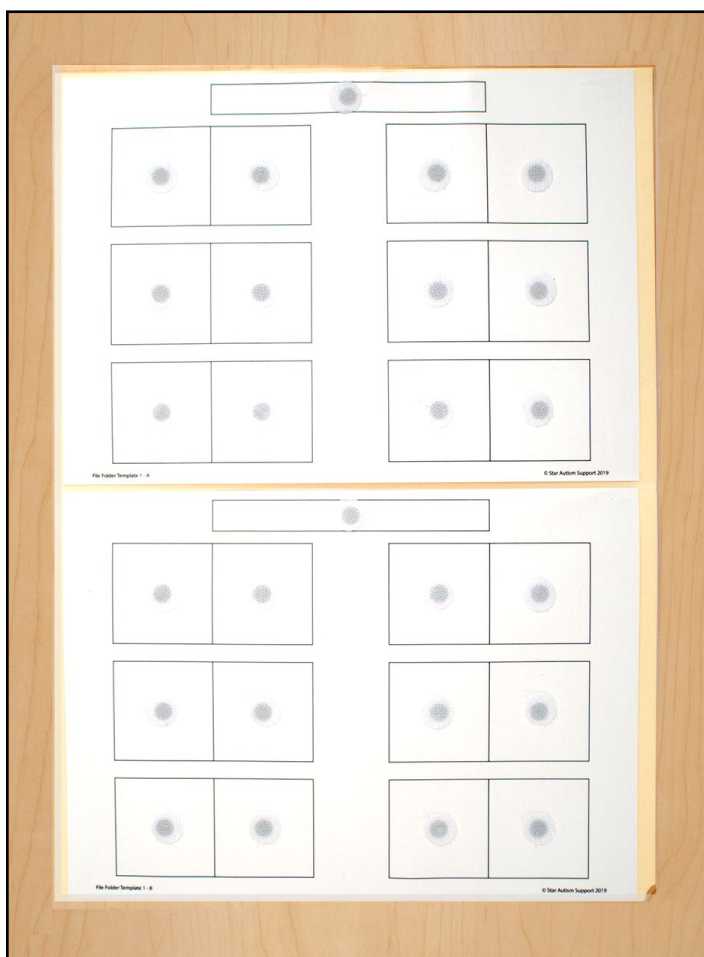
The following templates are needed for **Level 3** students: 1, 2*, 3, 5, 6*, 7, 8

***Note:** Multiple copies of file folder 2 and 6 are needed in order to prepare all of the provided work tasks each month

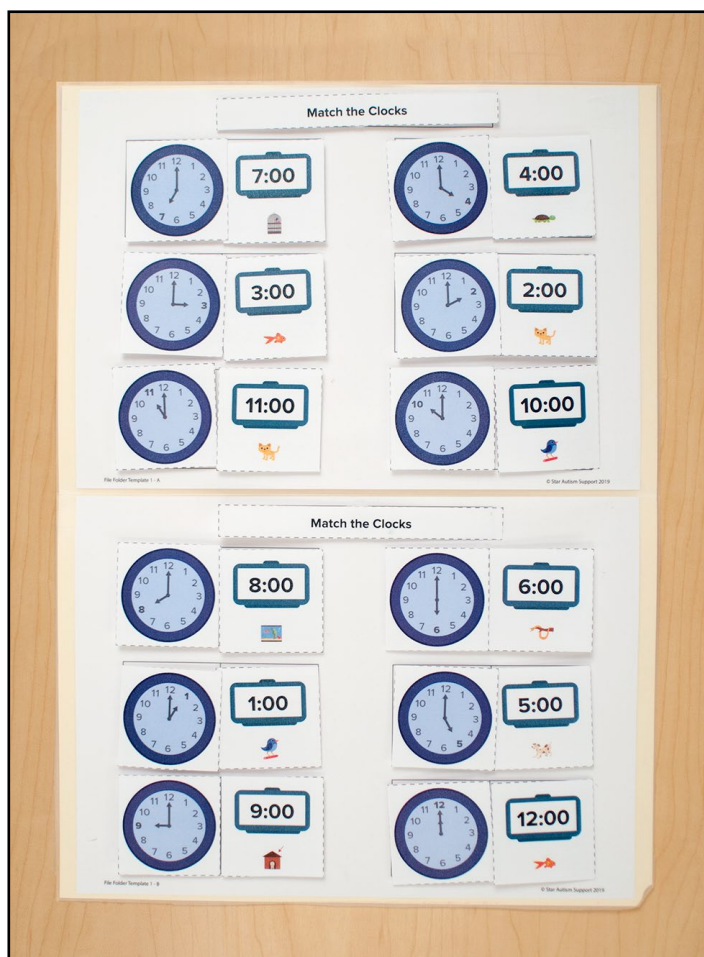
File Folder Template 1

File Folders Needed: 1

To create this file folder, print both template pages and glue or tape each page to one side of a folder. Laminate the folder. Place hard velcro dots on each gray circle (soft velcro will go on the file folder supplements that you receive each month as a part of the theme unit).



Completed template



Example of template used with a level 3 file folder supplement

LEVEL 3

The following templates are needed for **Level 3** students: 1, 2*, 3, 5, 6*, 7, 8

***Note:** Multiple copies of file folder 2 and 6 are needed in order to prepare all of the provided work tasks each month

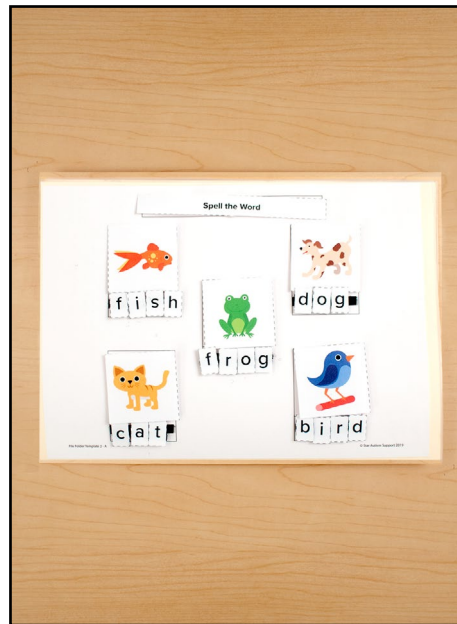
File Folder Template 2

File Folders Needed: 2

To create this file folder, print both template pages and glue or tape each page to one side of a folder. Laminate the folder. Place hard velcro dots on each gray circle (soft velcro will go on the file folder supplements that you receive each month as a part of the theme unit). Place velcro strips on the gray lines. This file folder will be used in several different ways; please refer to the examples below.



Completed template



Example of template used with a level 1 file folder supplement



Example of template used with a level 3 file folder supplement

LEVEL 3

The following templates are needed for **Level 3** students: 1, 2*, 3, 5, 6*, 7, 8

***Note:** Multiple copies of file folder 2 and 6 are needed in order to prepare all of the provided work tasks each month

File Folder Template 3

File Folders Needed: 1

To create this file folder, print both template pages and glue or tape each page to one side of a folder. Laminate the folder. Place hard velcro dots on each gray circle (soft velcro will go on the file folder supplements that you receive each month as a part of the theme unit).



Completed template



Example of template used with a level 3 file folder supplement

LEVEL 3

The following templates are needed for **Level 3** students: 1, 2*, 3, 5, 6*, 7, 8

***Note:** Multiple copies of file folder 2 and 6 are needed in order to prepare all of the provided work tasks each month

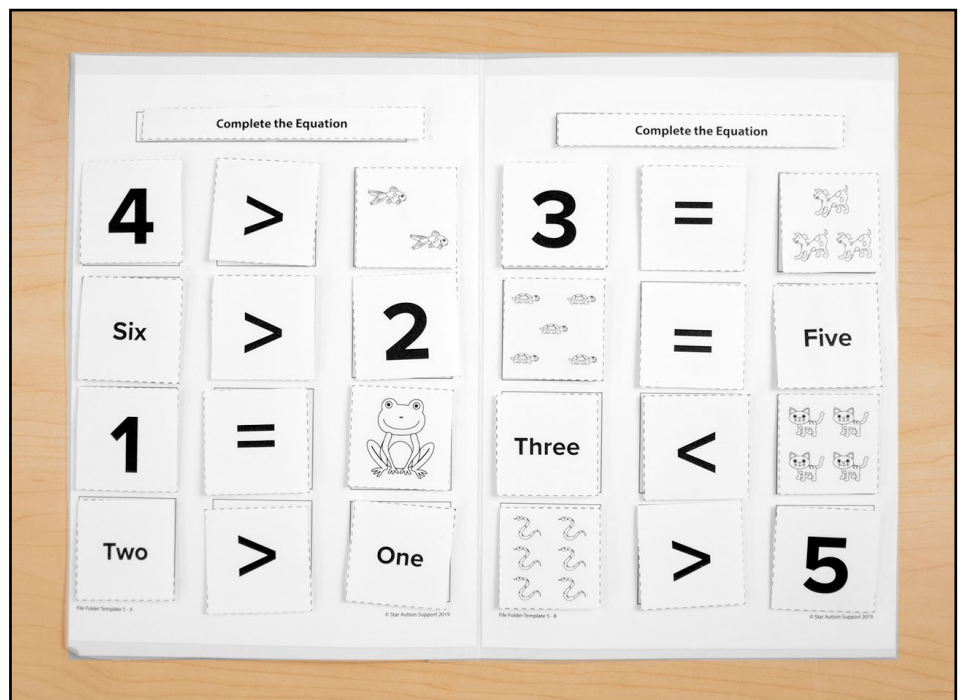
File Folder Template 5

File Folders Needed: 1

To create this file folder, print both template pages and glue or tape each page to one side of a folder. Laminate the folder. Place hard velcro dots on each gray circle (soft velcro will go on the file folder supplements that you receive each month as a part of the theme unit).



Completed template



Example of template used with a level 3 file folder supplement

LEVEL 3

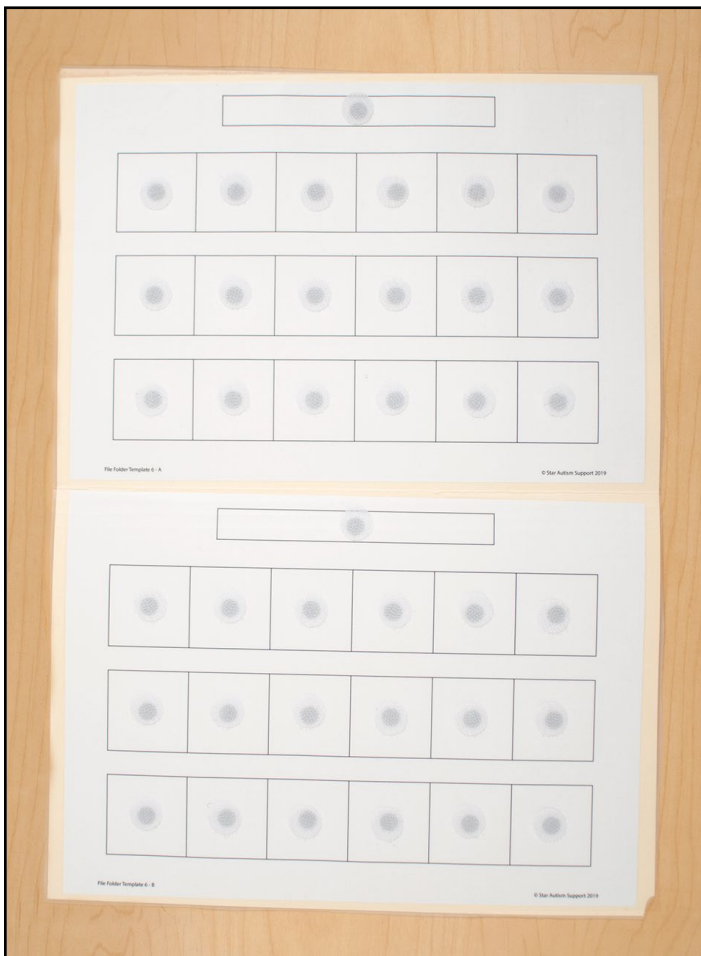
The following templates are needed for **Level 3** students: 1, 2*, 3, 5, 6*, 7, 8

***Note:** Multiple copies of file folder 2 and 6 are needed in order to prepare all of the provided work tasks each month

File Folder Template 6

File Folders Needed: 2

To create this file folder, print both template pages and glue or tape each page to one side of a folder. Laminate the folder. Place hard velcro dots on each gray circle (soft velcro will go on the file folder supplements that you receive each month as a part of the theme unit). This file folder will be used in several different ways; please refer to the examples below.



Completed template



Example of template used with a level 3 file folder supplement

LEVEL 3

The following templates are needed for **Level 3** students: 1, 2*, 3, 5, 6*, 7, 8

***Note:** Multiple copies of file folder 2 and 6 are needed in order to prepare all of the provided work tasks each month

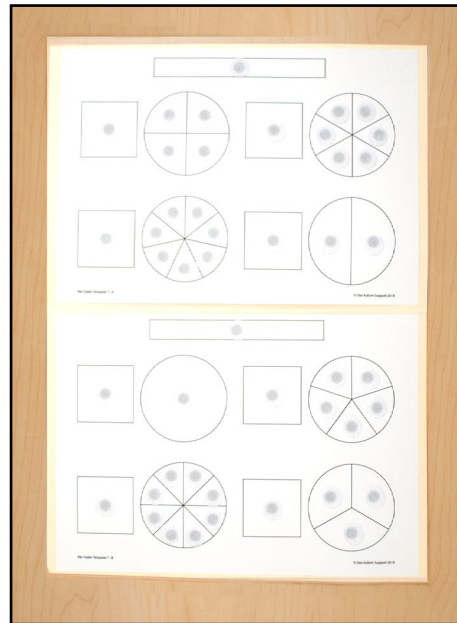
File Folder Template 7

File Folders Needed: 1

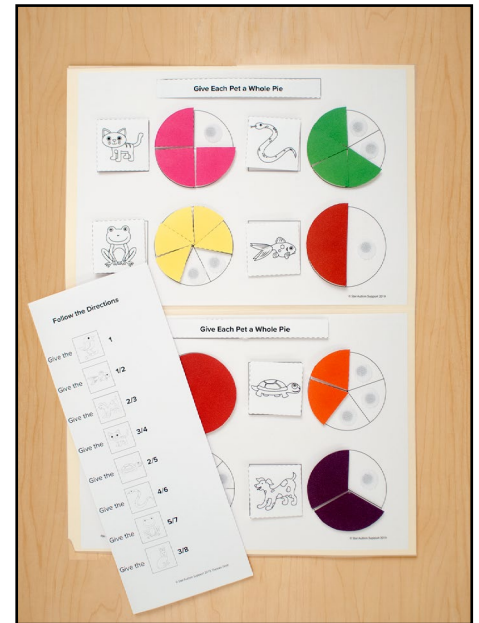
This file folder has two options from which to choose, based on the individual fine motor skills of your students. If the student is easily able to manipulate small objects and uses a pincer grasp without trouble, use option 1. If, on the other hand, the student struggles with picking up small objects, consider using template 7: option 2. This modified template offers the same learning concepts as option 1, but with larger manipulatives.

To create this file folder, print both template pages of your chosen option (1 or 2) and glue or tape each page to one side of a folder. Laminate the folder. Place hard velcro dots on each gray circle (soft velcro will go on the file folder supplements that you receive each month as a part of the theme unit).

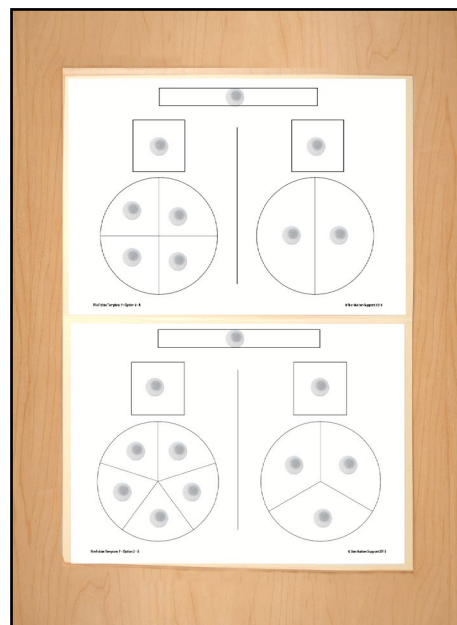
Note: Be sure to use the corresponding theme unit supplement for the file folder template option that you have chosen.



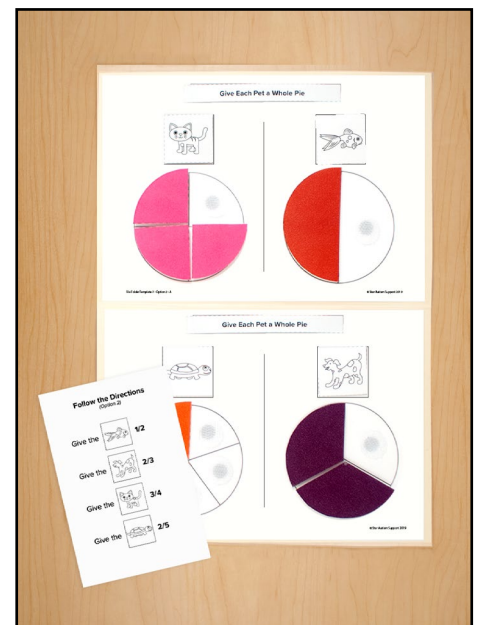
Completed template 7: option 1 template



Example of template 7: option 1 template used with a level 3 file folder supplement



Completed template 7: option 2 template



Example of template 7: option 2 template used with a level 3 file folder supplement

LEVEL 3

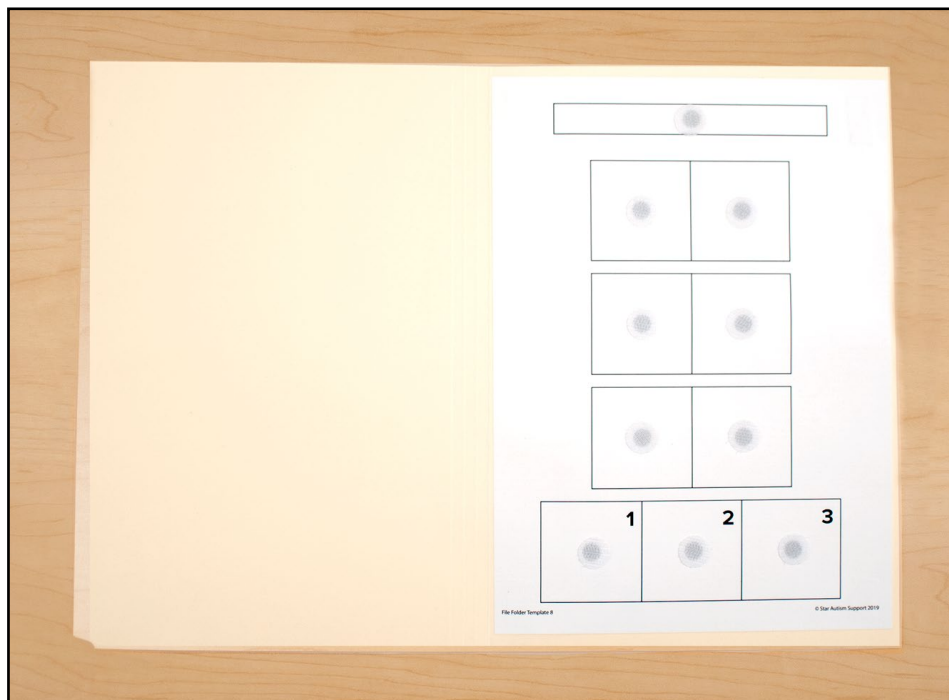
The following templates are needed for **Level 3** students: 1, 2*, 3, 5, 6*, 7, 8

***Note:** Multiple copies of file folder 2 and 6 are needed in order to prepare all of the provided work tasks each month

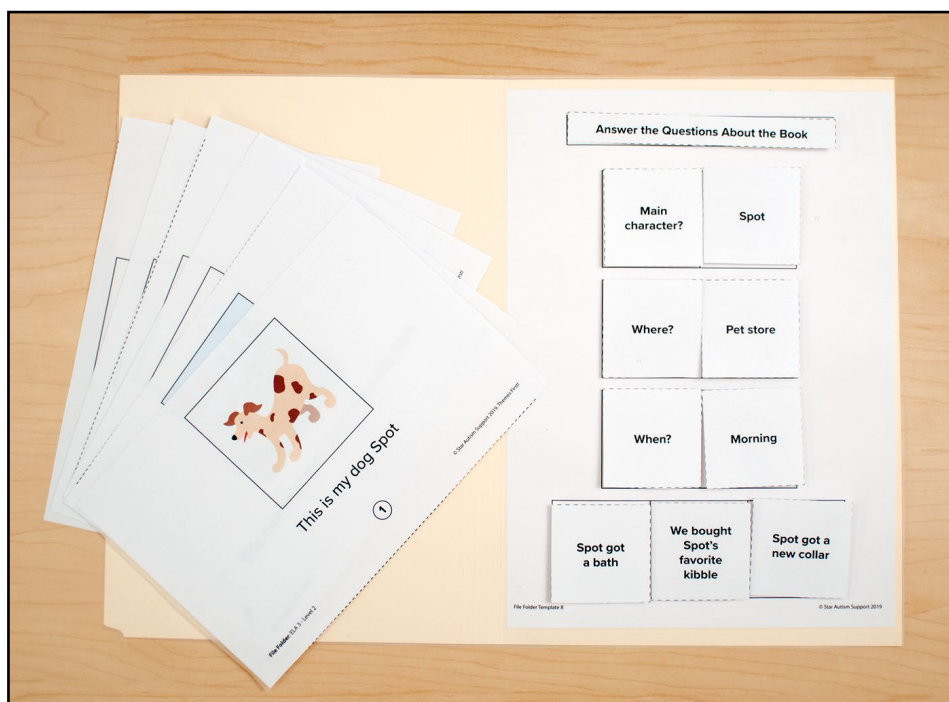
File Folder Template 8

File Folders Needed: 1

To create this file folder, print both template pages and glue or tape each page to one side of a folder. Laminate the folder. Place hard velcro dots on each gray circle (soft velcro will go on the file folder supplements that you receive each month as a part of the theme unit).



Completed template



Example of template used with a level 3 file folder supplement