

## INSTRUCTIONS & NOTES

To use the HOME EDUCATOR'S LESSON PLANNER AND STUDENT RECORD thoroughly, use the instructions given below. To customize the planner, select/adapt those you find useful.

1 Insert the front cover into the plastic pocket of a customizable binder and put the title page just inside the binder. (These pages are identical—but the title page has publication information on the back.) Put the back cover into the back pocket. Prepare and insert the appropriate spine label. You may need to fold the excess paper behind it for strength.

2 Complete the year title page to show the details regarding the student's current academic year. Since the Record of Achievement is on the back of this page, it may serve as a permanent record later on.

3 If you choose (or allow your child) to use the 1- or 5-Day Lesson Planning Goal Sheets, photocopy the quantity you need.\* They are almost the same as the Daily and Weekly Logs, so you need not use them unless you want to work out your plans on paper prior to preparing the Logs.

4 If you choose to use the Weekly Logs, which enable you to write out plans for each subject for one week at a time on one page, photocopy the quantity you need.\* They are almost the same as the Daily Logs, so you need not use them unless you like to see week-at-a-glance plans and/or don't mind writing small letters. Otherwise, use the provided Daily Log pages as instructed below.

5 Complete the Inventory of Resources to show the major printed resources you plan to use this year and to show the coding system (if any) that you will use on the Daily or Weekly Logs.

6 Complete the Reference Details page to explain the reference formats you plan to use (if any) this year in the Reference column of the Daily or Weekly Logs.

7 Complete one Unit Title Page set for each unit you plan to teach this year and divide the Daily or Weekly Logs evenly between them. Note that 10 Unit Title Page sets (which include the General Preparations and Preparation Checklist pages) are provided in the paper version of the Planner/Record; you are permitted to photocopy up to 5 more sets if necessary.\*

8 Complete the General Preparations page on the back of each Unit Title Page to show your goals and anticipated supplementary activities (such as night-time reading) for that unit.

9 As you work through the planning process for each unit, jot down notes to yourself on the Preparation Checklist pages (back and front) to help you remember all those great ideas that occur to you while planning. Carry this page with you to the library and store.