

# DOINGWHATWORKS



SAMPLE MATERIAL

## Middle School Tracking Template

University Park Campus School, Massachusetts

**Topic:** Helping Students Navigate the Path to College

**Practice:** Prepare Students Academically

Preparing middle school students for a rigorous high school curriculum is a major component of University Park Campus School's (UPCSs) academic program. This tracker helps seventh- and eighth-grade students develop the organizational and time-management skills they needed to succeed in that curriculum. The template is constantly updated as students add new assignments, track their progress, and note the grades they have received. Teachers monitor the document to ensure students are staying on track. Schools can use this model in developing tools to help middle-school students learn and apply time-management and organizational skills.

## Table of Contents

[illegible]

One routine and ritual shared by all middle school teachers at UPCS is the “table of contents” assignment tracker. This simple template helps all students keep up with what work is due and what they have completed. Students have a binder with a section for each course and a table of contents listing the assignments for that course. In 7<sup>th</sup> grade, they take a study skill enrichment class that focuses on organization and study skills, helping them develop the routines and habits that will lead to academic success.