



TABLE OF CONTENTS

  Track progress

| A | B | C | D | E | F | G |
|------|------|---------------------|-------------|-----------|----------|------------|
| Side | Page | Content on Page | Responsible | Collected | Reviewed | Formalised |
| -- | OFC | Outside Front Cover | | -- | -- | -- |
| L | IFC | Inside Front Cover | | -- | -- | -- |
| R | 1 | | | -- | -- | -- |
| L | 2 | | | -- | -- | -- |
| R | 3 | | | -- | -- | -- |
| L | 4 | | | -- | -- | -- |
| R | 5 | | | -- | -- | -- |
| L | 6 | | | -- | -- | -- |
| R | 7 | | | -- | -- | -- |
| L | 8 | English | Josie Smith | Yes | Issue | -- |
| R | 9 | | | Partial | -- | -- |
| L | 10 | | | Issue | -- | -- |
| R | 11 | | | -- | -- | -- |
| L | 12 | | | -- | -- | -- |
| R | 13 | | | -- | -- | -- |
| L | 14 | | | -- | -- | -- |
| R | 15 | | | -- | -- | -- |
| L | 16 | | | -- | -- | -- |
| R | 17 | | | -- | -- | -- |
| L | 18 | Student Profiles | | -- | -- | -- |
| R | 19 | Student Profiles | | -- | -- | -- |
| L | 20 | Student Profiles | | -- | -- | -- |
| R | 21 | Student Profiles | | -- | -- | -- |
| L | 22 | Student Profiles | | -- | -- | -- |
| R | 23 | Student Profiles | | -- | -- | -- |
| L | 24 | | | -- | -- | -- |
| R | 25 | | | -- | -- | -- |
| L | 26 | | | -- | -- | -- |

Page # + Content
Must match your actual Folder Structure.

L + R = 1 spread
As books open up as spreads, strategically arrange your content accordingly.

Determine the number of Student Profiles pages you will need:

Eg. $\frac{160 \text{ students}}{4 \text{ profiles per page}} = 40 \text{ pages needed}$

FOLDER STRUCTURE

