PK	3rd
K	4th
1st	5th
2nd	6th

PK

3rd

K

4th

1st

5th

2nd

6th

M

F

T

ETC.
miscellaneous

W

ETC.
miscellaneous

Th

ETC.
miscellaneous

M	F
T	ETC. papers
W	ETC. papers
Th	ETC. papers
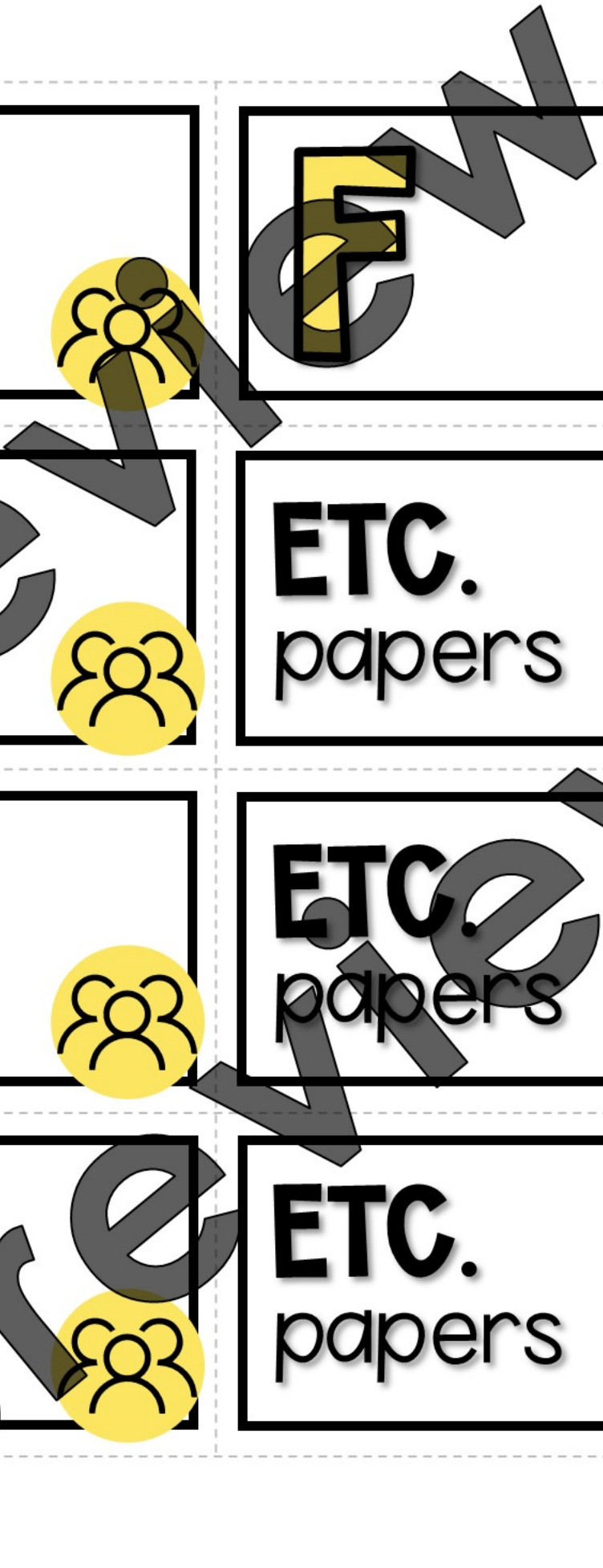
TO BE filed

ETC. supplies

DATA surveys etc.

OUTSIDE resources

GROUP supplies
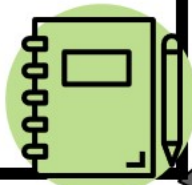
SELF referrals

MASTER copies

CLEAR the desk

504 docs

ATTEN DANCE

IEP docs

CICO sheets

MTSS docs

PORTFOLIO artifacts

PROGRAM files

TOOLS counseling

SNACKS
yumyum

PLANNING
forms

TECH
cords+

VIP
papers

TESTING
docs

STICKERS
rewards

PAPER
goods

OFFICE
supplies

OFFICE supplies	**K**
PAPER goods	**2nd**
PROGRAM files	**4th**
MTSS docs	**T**
504 docs	**W**
PORTFOLIO artifacts	**Th**
DATA surveys etc.	**GROUP** supplies
SELF referrals	**STICKERS** rewards
ETC. papers	**OUTSIDE** resources
ETC. miscellaneous	**CLEAR** the desk

Rolling Drawer Cart Labels

- Choose which pages include labels you need. Print and cut. You may need to print more than one copy of a page.
- Laminate or don't – if you print on cardstock, lamination isn't necessary
- Use hot glue or double-sided tape to attach to the drawers – both are very easy to remove later if needed

- Why are there two sets of grade level labels and two sets of day labels, just with different icons? Some counselors like to organize class lesson and group materials by grade, and others like to organize them by day!
    - For example, you might use the grade level labels with the board icon to store materials for current class lessons for each grade, and the day labels with the people icon to store materials for groups you run each day.
    - OR, you might use do the reverse!

- What is "Clear the Desk"? You know those times that you need to quickly clear off your desk? That label is for a drawer where you temporarily stash stuff before you have more time to put it away.

- What is Etc. Miscellaneous vs. Etc. Papers? Some people may need an Etc. drawer (or two or three...) for papers, others may need them for other small things.

- What is CICO? Check In/Check Out. This drawer is for storing either extra copies of the daily point sheets, or for stashing completed ones before you enter their data in.

- What are Portfolio Artifacts? If you use a portfolio for your evaluation and/or for future job interviews, this drawer is for storing things you collect throughout the year that you would want to include to show off your programming and services.

- What are VIP papers? Very important papers! Any papers you deem very important!

- ***Are they editable? Can you make custom ones for me? These are not editable and I am not making customizations. That said, you are welcome message me and make suggestions for new ones. I will consider adding them the next time I edit this file.