

Name _____
Class _____

Date _____
MB# _____

Naming New or Copied Files

Writing Files

First NameLast Name_Stage of Writing_Writing Genre_Date

Example 1: CatherinePacilio_Drafting_Literary Essay_11-6-16

Example 2: CatherinePacilio_Revisions/Edits_Literary Essay_11-10-16

Example 3: CatherinePacilio_Soft Publish_Literary Essay_11-15-16

Example 4: CatherinePacilio_Final Copy_Literary Essay_11-16-16

Social Studies Files

FirstNameLastName_File Name_Unit of Study_Date

Example 1: CatherinePacilio_Reading Response_Elections_10-7-16

Math Files

FirstNameLastName_File Name_Unit of Study_Date

Example 1: CatherinePacilio_Reflection_Lesson 5.1.4_10-8-16

Any File

FirstNameLastName_File Name_Date

Example 1: CatherinePacilio_Petition for Longer Recess_10-17-16

- Always remember to share your file with Ms. Catherine and Ms. Maggie:
catherine.pacilio@ps261brooklyn.org