

1. Create a [weekly schedule](#)
2. Check your email **DAILY**
3. Create a **DAILY** [To Do's List](#)
MUST work on your assignments **DAILY**
If you don't understand your assignment,
 - a. Re-read it
 - b. Look it up online
 - c. Email your teacher
 - d. Phone a friend
 - e. Attend [tutoring](#)
4. Attend your class **EVEN IF** you haven't completed your assignments
5. Pre-set your phone alarm (or many alarms) 10 mins before class to be ON TIME to your class
6. If you have an IEP, meet with your case manager at least 2x a week
7. See Ms. Le at least once a month (every other week if you are a senior) to discuss your progress and to keep yourself on track
8. **Communicate! Communicate! Communicate!**
Talk with your teachers, counselor, and parents about your progress, positive or not.