

CATEGORY	3	2	1	0
Organization & Appearance	All entries are written with ink. Agenda looks clean and neat. All writing is legible.	Most entries are written in ink. Agenda looks mostly neat. Most, but not all, writing is legible	Some entries are written in ink. Agenda overall is not neat. Majority of writing is illegible.	Most entries are not written in ink. Agenda is a mess. Nearly all writing is illegible.
Homework	All homework for each class is written into the planner with complete descriptions.	Homework for majority of classes (3-5) is included in the planner with complete descriptions.	Homework for some classes (1-2) is represented in the planner with complete descriptions	No homework is in the planner, or some homework (1-4) is written in the planner with incomplete descriptions.
Quizzes, Tests, and Papers	All such tasks are indicated on the due date. Plan for study/preparation indicated	Majority of all such tasks are indicated on the due date. Some planning for study/preparation indicated.	Some such tasks are indicated on the due date. Little planning for study/preparation indicated.	Such tasks are not indicated on due date or at all. No planning for study/preparation included.
Completion	N/A	All items marked complete once they are done/take place.	Most items are marked complete once they are done/take place.	No items are marked complete once they are done/take place.
Responsibility	N/A	N/A	Student had planner at time of planner check.	Student did not have planner at time of planner check.