



Dear Parents,

Listed below are a few items your child uses in a typical day of learning whether at school or home. When completing assignments at school and at home, it is important to take proactive measures that your child has the appropriate digital supplies and items needed. Late trips to stores or scurrying around the house to locate these items can be stressful and is not how you want to spend the precious time you and your children have together. In addition, some digital supplies have to be transported back and forth to school daily, and if students forget the items, they are in danger of missing out on a learning activity. Depending on the age of your child, you can manage the digital challenge by organizing and monitoring the digital supplies in your home. If your children are in high school, they should be taking over these duties as you feel they are ready. A good way to organize and monitor digital supplies and items in your home is by creating a Digital Supply Check List. We have created a digital checklist for your weekly review and completion and provided 3 options for using it. Below you will find a Digital Supply Checklist which can be reproduced and utilized for any of the three options.

Digital Supply Checklist

There are several options for using this list.

Option 1: Highlighting Needed Items

Highlight the digital supplies your children need at home so you can make certain those items are always available. Flexibility is key as you add new digital tools. When using Option 1, review the checklist on a regular schedule, and add items needed to your shopping list. If you are monitoring the list, you may find it helpful to have a central charging station where all devices are charged and stored when not in use.

Example for Option 1 – Highlighting Needed Items

Desk Top Computer

Power Cord

USB Drive

Printer

Power Cord

Ink Supply Backup for black and color

Connector cables

- Paper
- Lap Top Computer
- Power Cord
- USB Drive



- Tablet
- Power Cord

- Cell Phone
- Phone Charger

- Ear Buds or Earphones
- Charger



- Calculators
- Batteries
- Power Cord

- Portable Battery Charger

- Power Pencil Sharpener
- Power Cord

- Stand Alone Timer
- Batteries

- Ebooks

- Log ins and Passwords for devices, programs, and internet

Lost or Cannot Find – _____

Other: _____

Other: _____

Option 2: Highlighted Checklist

Give each child one of these Checklists to fill out and return to you on a regular basis if they have personal digital tools. This provides you a shopping list for these supplies. This also provides you information on supplies that are lost, misplaced or damaged.

Example for Option 2 – Highlighted Checklist for Shopping Supplies

- Ink Supply Backup for black and color
- Connector cables
- Paper

- Lap Top Computer
- Power Cord
- USB Drive

- Tablet
- Power Cord

- Cell Phone
- Phone Charger

- Ear Buds or Earphones
- Power Cord or Charger

- Calculators
- Batteries
- Power Cord

- Portable Battery Charger

- Power Pencil Sharpener
- Power Cord

- Stand Alone Timer
- Batteries

- Ebooks

- Lost or Cannot Find – Ear buds**

- Other: _____

- Other: _____

Option 3: Checklist for Daily Items Needed for School

Students can also use their personal Digital Supply Checklist to check off all the items they **need to take to school daily**. It is helpful for students to have special places in their backpacks for digital devices and supplies. Note the photos of ear bud protectors and cord holders. It is helpful to students to have each power cord in its own carrier. You can use zip lock bags labeled with the name of the device written on the front of the bag with a Sharpie. If your child uses a binder, note the photo of the binder holder you can use for cords.

Example for Option 3 – Checklist for Daily Items Needed for School

- Desk Top Computer
- Power Cord
- USB Drive

- Printer
- Power Cord
- Ink Supply Backup for black and color
- Connector cables
- Paper

- Lap Top Computer
- Power Cord
- USB Drive

- Tablet
- Power Cord

- Cell Phone
- Phone Charger

- Ear Buds or Earphones
- Power Cord or Charger

- Calculators
- Batteries
- Power Cord

- Portable Battery Charger

- Power Pencil Sharpener
- Power Cord

- Stand Alone Timer
- Batteries

Ebooks

Lost or Cannot Find – _____

List of log ins and Passwords for devices, programs, and internet

Other: _____

Other: _____

Content provided by Strosnider & Sharpe, www.instituteonexecutivefunctioning.com, authors of the EF Guidebook, Corwin, 2019.

Name: _____



Digital Supply Checklist

Desk Top Computer

Power Cord

USB Drive

Printer

Power Cord

Ink Supply Backup for black and color

Connector cables

Paper

Lap Top Computer

Power Cord

USB Drive

Tablet

Power Cord



Cell Phone

Phone Charger

Ear Buds or Earphones

Charger



- Calculators
- Batteries
- Power Cord

- Portable Battery Charger

- Power Pencil Sharpener

- Power Cord

- Stand Alone Timer

- Batteries

- Ebooks

- Log ins and Passwords for devices, programs, and internet
- Lost or Cannot Find** – _____

- Other: _____

- Other: _____

Content provided by Strosnider & Sharpe, www.instituteonexecutivefunctioning.com, authors of the EF Guidebook, Corwin, 2019.