VISUAL organization templates

A template is a structural guide for
creating customized documents and digital content.

Each VOS and VOSE option includes digital files for every template listed below.
These blank template files are saved on your VOS USB drive. It's a good idea to save the
blank VOS files to your Google Drive before you add your data.

- Select and open one file and enter your data. Create a "My VOS folder on your computer's desktop. Finish adding data to a file save it in your newly created "My VOS" folder. This way you won't accidentally overwrite blank files.
- Once you have completed your templates and saved them on the computer's desktop "My VOS" folder, go to Google Drive and add the folder. Then save the "My VOS" folder to your USB drive.
- Share your files by printing them and placing them in your notebook or folder.
- Select the templates you wish to share with family and friends and share them on Google Drive.

Please note: The VOS Complete Option enters, saves, and prints these templates for you.

education | VOSE

O authentic assessment   O art lesson plan

O blank template   O calendar   O class schedule   O class roster

O communication   O correspondence   O deadlines   O expenses

O goals   O gratitude   O IPEGS   O lesson plans   O meetings

O orders   O parent conferences   O personnel

O professional development log   O schedule   O self-assessment GO*

O student support services   O substitute information

*graphic organizer

families + generations | VOS

- advanced directives
- bills
- blank template
- budget
- car
- children
- correspondence
- emergency contacts
- financial
- gratitude
- home
- important documents

- income
- insurance
- medical doctors
- medical history
- medical prescriptions
- neighbors
- parents + grandparents
- pets
- professionals
- real estate
- relatives
- to be list

- to-do list
- values
- VIA character strengths

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