

# PASSPORT ASSEMBLY INSTRUCTIONS

## STEP BY STEP:

1. Print out the pages. Print the cover on a heavier paper.
2. Cut pages apart, following the solid line. For the cover, fold on the dotted line, don't cut the dotted line.
3. Collate the pages according to the days they will be used. Include the student information page at the front.
4. Carefully place the country pages inside the folded cover.
5. Staple through the cover and the sheets along the top edge, between the two circles.
6. Punch holes where the two circles are.
7. Cut a string between 18-24 inches long.
8. Tie ends of string around each of the holes in the passport.
9. Take a photograph of the child and glue it on the first page of each passport along with the child's last name. Put a sticker for the child's level on the front cover of the passport.

## FINISHED PASSPORT

