Here is the template to copy.  I used regular paper not card stock and taped the three sections together.

[http://seomtc.weebly.com/uploads/1/3/0/4/13040232/0230\_pencilcosa\_1\_in\_binder\_3\_per\_participant.pdf](http://seomtc.weebly.com/uploads/1/3/0/4/13040232/0230_pencilcosa_1_in_binder_3_per_participant.pdf" \t "_blank)