

BACK TO SCHOOL TIPS



Make a copy of this list to use before school starts each year.

- ☐ Make bulletin-board decisions: where to post announcements, menu, and calendar; what kind of welcome-back display to make; which boards will be for subject-area work and which boards students will design; where to display students' original work.
- ☐ Set up learning centers
- ☐ Make signs for room
- ☐ Prepare class rolls and permanent records
- ☐ Make class list to post on door
- ☐ Put your name outside the door
- ☐ Make student name tags for desks or have them make their own
- ☐ Find out schedules for lunch, gym, art, music, library
- ☐ Obtain supplies
- ☐ Textbooks and supplemental materials
- ☐ Plan books
- ☐ Storybooks for read-alouds
- ☐ Attendance materials
- ☐ Paper clips
- ☐ Construction paper
- ☐ Manila folders

- ☐ Different kinds of tape
- ☐ Extra writing paper
- ☐ Grade book
- ☐ Rubber bands
- ☐ Stapler and staples
- ☐ Handwriting paper
- ☐ Spare pencils/pens
- ☐ Tissues
- ☐ Prepare packets for students to take home the first day. Include:
 - ☐ Emergency forms
 - ☐ School rules
 - ☐ Supplies
 - ☐ Bus or transportation rules
 - ☐ Note to parents/request for room-parents
 - ☐ Check to see which students may be going to special classes
 - ☐ Check out library books and read-alouds
 - ☐ Set up a folder for a substitute to use in case of emergency
 - ☐ Daily schedule (fill in as soon as possible)
 - ☐ Seating chart (fill in as soon as possible)
 - ☐ Reproducible activities
 - ☐ Prepare a file for correspondence from parents
 - ☐ Prepare a file for faculty bulletins
 - ☐ Write tentative lesson plans for the coming week
 - ☐ Duplicate materials needed for the first few days
 - ☐ Write your name and other important information on the board
 - ☐ Make a checklist for returned forms (can be used later for report cards and other items)
 - ☐ Other

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