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

Make and Share Free Checklists
checkli.com