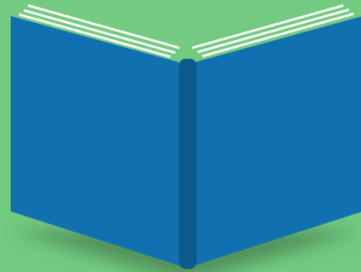


# BACK TO SCHOOL TIPS



**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](https://checkli.com)