Clip and Save Checklist: Getting Ready for the First Day of School

There's so much to do before your first day in the classroom. This easy-to-follow checklist will have you relaxed and ready for your students and their parents to arrive!



- [ ] 1. Plan your bulletin boards.
- [ ] 2. Decide where you want to post announcements, menu, and calendar.
- [ ] 3. Prepare a welcome back display.
- [ ] 4. Designate boards for subject area work, and boards for students to design.
- [ ] 5. Decide where you want to display your students' original work.
- [ ] 6. Set up two or three learning centers to get started.
- [ ] 7. Create signs for your room to help your students learn classroom rules and routines.
- [ ] 8. Prepare your class rolls and permanent records.
- [ ] 9. Post a cheery sign with your name outside the door along with a class list. Students and parents will appreciate it when they go looking for the right room.
- [ ] 10. Make student name tags for desks (unless you are planning to have the students make their own).
- [ ] 11. Find out your students' schedules for lunch, gym, art, music, and library.
- [ ] 12. Gather and organize all your supplies: Textbooks and supplemental materials, Plan books, Classroom reading books and read-aloud titles, Attendance materials Paper clips, Various types of paper (e.g., writing, construction, math), Folders Different kinds of tape, Grade book Rubber bands, Stapler and staples Pencils/pens, Tissues
- [ ] 13. Prepare take-home packets for your students. Some of the items you'll want to include are: Emergency forms, School rules, Supply list, Bus or transportation rule, Welcome message to parents/request for room parents

- [ ] 14. Find out which students may be going to special classes.
- [ ] 15. Check out library books for students and books for read alouds.
- [ ] 16. Set up a folder for a substitute to use in case of emergency, containing the following: Daily schedule Seating chart, Reproducible activities
- [ ] 17. Prepare a file for correspondence from parents.
- [ ] 18. Prepare a file for faculty bulletins.
- [ ] 19. Obtain a copy of state and district curriculum standards.
- [ ] 20. Write tentative lesson plans for the coming week.
- [ ] 21. Make copies of materials you'll be handing out during the first few days.
- [ ] 22. Write your name and other important class information on the board.
- [ ] 23. Make a checklist for returned forms (can be used later for report cards and field trips)

Make and Share Free Checklists
checkli.com