

Back-to-School Checklist

- ☐ Classroom Layout
 - ☐ Furniture arranged
 - ☐ Whiteboards cleaned
 - ☐ Desktops cleaned (including teacher desk)
 - ☐ Shelves & surfaces dusted
 - ☐ Computers are plugged in and dusted
 - ☐ Floor swept
 - ☐ The classroom library is organized, and books are set out
 - ☐ Teacher area set up
 - ☐ The teacher's desk is facing the students
 - ☐ Filing cabinets in place & accessible from my desk
 - ☐ Storage for teachers' editions is accessible from my desk
 - ☐ Walls and Halls Ready
 - ☐ Bulletin board background and trim up
 - ☐ Hallway display up
 - ☐ The student work display area is set up
 - ☐ The anchor chart display area is prepared
 - ☐ The area is prepared to display Essential Questions/Standards/I-Can Statements
 - ☐ Welcome Poster and a class list posted
 - ☐ The teacher's name is posted outside the door
 - ☐ Computer rules and acceptable sites are posted
 - ☐ Class rules posted (space set aside if writing them with students)
 - ☐ Class schedule posted
 - ☐ Emergency procedures and code red materials have been reviewed and are accessible
 - ☐ Credentials on display
- ☐ Computers & Technology
 - ☐ Computers are working
 - ☐ The printer is connected and working
 - ☐ Printer paper is organized and loaded
 - ☐ Headsets are plugged in and are working
 - ☐ The Interactive Whiteboard is plugged in and working
 - ☐ Mice and mouse pads are set up and working
- ☐ Classroom Library & Books
 - ☐ Books are leveled and categorized
 - ☐ The library checkout system is set up

- ☐ Textbooks have been pulled
- ☐ Any additional needed resources have been pulled
- ☐ Teacher Materials
 - ☐ Teacher editions have been pulled
 - ☐ Calendar set up
 - ☐ Plan-book ready
 - ☐ Resources organized by subject or unit
 - ☐ Desk drawers cleaned and organized
 - ☐ Area set up for daily copies
- ☐ Storage & Organization
 - ☐ Manipulatives are organized and accessible
 - ☐ Student cubbies ready
 - ☐ Area ready for classroom/student supplies
 - ☐ Paper and art supplies are stored
 - ☐ Chart paper hung up
- ☐ Parent Communication
 - ☐ Papers for Sneak-a-Peek/First Day copied and sorted
 - ☐ Website up and organized
 - ☐ Positive phone calls to parents have been made
 - ☐ Communication documentation log set up
- ☐ Procedures
 - ☐ Classroom procedures planned
 - ☐ Learned any new school procedure changes
- ☐ Paperwork & Documentation
 - ☐ System for classroom mail set up
 - ☐ System for collecting and returning work set up
 - ☐ Student portfolios or files labeled
 - ☐ Student records reviewed (check allergies, medical needs, RTI, & Special Education details twice)
 - ☐ Standards are printed and accessible
 - ☐ Behavior log or documentation system set up
- ☐ Meetings
 - ☐ Add required school meetings and PTA events to your calendar
 - ☐ Meet with any co-teachers/paraprofessionals
 - ☐ Check in with teammates
 - ☐ Schedule any pre-meetings/parent meetings needed
- ☐ Scheduling
 - ☐ Class schedule complete (checked it with teachers and service providers who serve my students)
 - ☐ Schedule posted
 - ☐ Information from the school calendar added to mine

- ☐ Materials & Equipment
 - ☐ Audiovisual materials checked out and working
 - ☐ Inventory is taken of school resources and personal materials in the room
 - ☐ Purchase orders completed
 - ☐ Check that appropriate supplies, not on student lists, are in stock (paper, pencils, etc.)
- ☐ Files
 - ☐ Files are in cabinets
 - ☐ Old materials have been purged or stored according to school policies
- ☐ Lessons
 - ☐ Plans for the first 2 weeks are done
 - ☐ Materials for the first 2 weeks have been copied
 - ☐ The first week's materials have been laid out for use
 - ☐ Grade-level curriculum map has been printed and reviewed
- ☐ Classroom Management
 - ☐ Rules and consequences are posted
 - ☐ A positive reinforcement system is in place
 - ☐ A parent communication system has been developed
 - ☐ Review the school behavior/bullying policy
 - ☐ Office referral sheet/Incident reports are available
 - ☐ Nurse & counselor referral sheets are available
- ☐ Grading
 - ☐ Review the school/district grading policy
 - ☐ Gradebook set up
- ☐ Emergency Preparation
 - ☐ Review emergency procedures
 - ☐ The evacuation route is posted by the door
 - ☐ Emergency procedures, class list, health information, transportation, and parent contact information together in an emergency folder
 - ☐ My emergency info has been added to the emergency folder
- ☐ Substitutes
 - ☐ Emergency sub plans in place
 - ☐ Subfolder/tub is prepped and stored in an easily locatable place
- ☐ District Paperwork
 - ☐ Review all required materials
 - ☐ Sign & turn in forms