

Prep-Steps Checklist

CLASSROOM

- ☐ Decide what will go on bulletin boards:
 - Where will you post announcements, the lunch menu, and a calendar?
 - What kind of welcome-back display will you put up?
 - Which boards will be for subject-area work?
 - Where will students' original work be displayed?
- ☐ Set up learning centers
- ☐ Make signs for room
- ☐ Post your name, class, and room number on both the board and the door, where parents and students can easily see them
- ☐ Make class list to post on door
- ☐ _____
- ☐ _____

SUPPLIES

- ☐ Textbooks
- ☐ Supplemental materials
- ☐ Plan book
- ☐ Grade book
- ☐ Attendance materials
- ☐ Paper clips
- ☐ Construction paper
- ☐ Manila folders
- ☐ Adhesive labels
- ☐ Different kinds of tape
- ☐ Rubber bands
- ☐ Stapler and staples
- ☐ Handwriting paper
- ☐ Scrap paper
- ☐ Spare pencils and pens
- ☐ Sticky notes
- ☐ Tissues
- ☐ _____
- ☐ _____

STUDENT INFORMATION

- ☐ Prepare class rolls and permanent records
- ☐ Prepare packets for students to take home the first day. Include:
 - ☐ Emergency forms
 - ☐ School rules
 - ☐ Supplies
 - ☐ Bus or transportation rules
 - ☐ Notes to parents
- ☐ Check to see which students may be going to special classes
- ☐ Prepare a file for correspondence from parents
- ☐ Make a checklist for returned forms (can be used later for report cards, etc.)
- ☐ _____
- ☐ _____

OTHER LOGISTICS

- ☐ Reconnect with other teachers
- ☐ Find out schedules for lunch, gym, art, music, and library
- ☐ Check out Read-Alouds and other library books
- ☐ Set up a substitute folder. Include:
 - ☐ Daily schedule (fill in as soon as possible)
 - ☐ Seating chart (fill in as soon as possible)
 - ☐ Reproducible activities (across content areas)
- ☐ Prepare a file for faculty bulletins
- ☐ Write tentative lesson plans for the coming week
- ☐ Duplicate materials needed for the first few days
- ☐ Find out how to add information to the school's Web site (if available)
- ☐ _____
- ☐ _____
- ☐ _____