

Preparing your classroom for the new school year can feel a bit overwhelming. Even seasoned veterans can feel the stress the first few weeks of school. To help alleviate some of this stress, try keeping track of the essential tasks with a back to school checklist.

Print this list and be sure to check off each task as you go.

Back to School Checklist for Teachers

- Write and mail welcome letter to parents and students
- Create name tags for students and their desks
- Laminate name tags that include specific information such as walker, bus number, address etc.
- Read through student files to help determine placement in groups and activities.
- Determine seating chart and desk arrangement
- Decorated the bulletin boards
- Decorate the front door
- Determine the rules and consequences or how you will have the class decide upon the rules
- Decide on icebreaker activities for the first day of class
- Collect activities and lessons for the first week of school
- Become familiar with the class computer and other technology needed for the classroom
- Decide how to welcome students and introduce them to the rules and procedures
- Develop a substitute folder
- Print emergency contact form
- Order extra supplies for students such as folder, pencils, glue etc.
- Set up Learning centers with supplies in place
- Create classroom jobs
- Camera ready to take pictures of the students
- Get to know fellow teachers and staff members
- Set up classroom calendar
- Organize the classroom library
- Make copies of all worksheets that you want to send home for the first week of school
- Label workbooks, folders and textbooks with students' names
- Gather extra tissues, paper towels, band aids and emergency supplies

- Create first newsletter to send home
- Gather book order information to send out
- Have a reward or incentive box filled
- Have a birthday chart ready to be filled out
- Have all systems in order (homework basket, paperwork basket etc.)
- Take home folders are labeled and filled with the necessary paperwork
- Purchase a lesson plan organizer and calendar
- Purchase or gather cleaning supplies for classroom
- Purchase a bottle of aspirin for you, and hand sanitizer for the class – *lol, no but really!*
- Gather teacher materials and supplies
- Create a routine for attendance, lunch count, walking in halls, etc.
- Set up a class webpage to communicate with students and parents
- Purchase any classroom supplies that are needed
- Find out student schedule for lunch, gym, library, etc.
- Obtain district curriculum standards
- Prepare a folder for faculty meetings and information
- Make copies of materials for the first few weeks
- Post lunch menu
- Post emergency evacuation and procedures
- First aid kit stocked and in place
- Clearly label shelves, cubbies and activity areas
- Decide how to manage homework
- Decide how to manage using the restroom (lavatory passes, just get up and go etc.)

Additional Things to Consider:

- During the first week of school create a student inventory checklist. This will help students, and yourself, keep track of all items that students bring in.
- Once rules and consequences are decided upon create a classroom plan agreement for all students and parents to sign. This will ensure that everyone is on the same page if something goes awry.
- To keep parents in the loop, create a daily or weekly progress report for all students. For younger students you can list days of the week and use stickers, stamps or happy faces. For older students you can rate progress by listing each subject and rating by excellent, good, need improvement etc.
- When preparing for a parent-teacher conference, provide parents with a planning sheet that they can bring with them. List questions such as: *Academic strengths and weaknesses, goals for the year, examples of students' qualities and so on.*