



## Before School Starts Checklist

### A Month Before School Starts:

- Contact parents
- Do a room inventory
- Acquire needed materials
- Make arrangements for field trips
- Create Sub Tub
- Send home notes to students and parents introducing yourself

### A Week Before School Starts:

- Arrange furniture and equipment
- Put up curtains
- Make labels with students' names and book ID numbers
- Put labels in students' textbooks
- Place books on desk
- Put name cards on desks
- Make a seating chart
- Prepare a two-pocket folder for each child with papers to be signed on one side and papers to be read on the other
- Plan activities for the first week
- Photocopy any papers that will be needed
- Put up a job list
- Hang bulletin boards
- Post class rules
- Create first day packets/notes and put on desk, include sharpened pencil
- Read through student files and make notes of IEPs, behavior plans, etc.