

# Checklist for the first week of school!



- \_\_\_\_\_ 1. Discipline logs-DOCUMENT! DOCUMENT! DOCUMENT!
- \_\_\_\_\_ 2. Grade book
- \_\_\_\_\_ 3. Student bio information
- \_\_\_\_\_ 4. Class library-book check out procedure
- \_\_\_\_\_ 5. Aspirin for you
- \_\_\_\_\_ 6. Tissues
- \_\_\_\_\_ 7. Prizes
- \_\_\_\_\_ 8. Campus phone list
- \_\_\_\_\_ 9. Folder of sponge activities
- \_\_\_\_\_ 10. Plan for cooperative groups
- \_\_\_\_\_ 11. Phone logs for parent contacts
- \_\_\_\_\_ 12. Meet with special ed. and gifted teachers to discuss modifications needed
- \_\_\_\_\_ 13. Modify seating chart if necessary
- \_\_\_\_\_ 14. Spend time reflecting on day
- \_\_\_\_\_ 15. Give assessments in reading and math
- \_\_\_\_\_ 16. Look over student records if needed
- \_\_\_\_\_ 17. Don't be afraid to ask, when you need help

## CHECKLIST FOR THE SECOND WEEK OF SCHOOL!

- \_\_\_\_\_ 1. Put final touches on classroom decor
- \_\_\_\_\_ 2. Set up learning centers if procedures are in place
- \_\_\_\_\_ 3. Prepare packets for new students
- \_\_\_\_\_ 4. Prepare substitute folder
- \_\_\_\_\_ 5. Call parents you have not met
- \_\_\_\_\_ 6. Get to know your curriculum guide and textbooks
- \_\_\_\_\_ 7. Get ISS/detention forms
- \_\_\_\_\_ 8. Get to know what resources are available in your media center
- \_\_\_\_\_ 9. Evaluate your first two weeks/plan for future
- \_\_\_\_\_ 10. Take some time for yourself!