

# Back to School To-Do List

## Prepare & Print:

- Print out class list
- Organize how students get home from school
- Prepare checklists for student forms being returned
- Prepare Job Chart
- Checklists for issued textbooks/loaned books/materials
- Meet the Teacher Letter
- Discipline Policy letter
- Homework Policy Letter
- Parent Survey/Input letter – to get to know students better
- Student Survey/questionnaire about likes/dislikes
- List of students receiving accommodations
- List of students with medical issues
- Print any pretests
- Print any data forms
  - For students
  - For teachers
- Print rules pages for classrooms
- Print/Prepare student nameplates for desks/lockers/etc.
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## Decorate:

- Buy/Prepare bulletin board decorations – border; paper; cloth; decor
- Posters for the room
- Charts – rewards; behavior; reading; math; library
- Laminate all new posters/bulletin board displays
- Class Rules – decide on these – display them
- Classroom labels for shelves/books/supplies
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## Organize:

- Clean out teacher's desk drawers
- Clean cabinets and shelves
- Index cards or Popsicle sticks with name of students on them
- Prepare Lesson Plan Book (Online or book form)
- Prepare Grade Book (Online or book form)
- Set up online student accounts:
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  - \_\_\_\_\_
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  - \_\_\_\_\_
- Set up student passwords:
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- Bathroom passes
- Determine a lunch count method
- Update generic/emergency sub plans
- Determine class schedule - if needed
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## Open House/Meet the Teacher Night:

- Update handouts
- Behavior Plan
- Discipline Plan
- Homework Policy
- Agenda/Items to cover
- Parent Donations
- Office Forms - all forms that must be turned in
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## Organize:

- Staples; stapler
- folders
- binders
- file folders
- tape; tape dispenser
- sticky notes
- index cards
- pencils
- pens - red/blue/black/other
- crayons
- colored pencils
- permanent markers/Sharpies
- dry erase markers
- colored markers
- highlighters
- lined notebook paper/writing paper
- composition notebooks
- scissors
- rulers
- glue
- hand sanitizer
- Clorox wipes/cleaning wipes
- plastic baggies
- paper bags
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## Teacher Supplies:

- Mints
- Snacks
- Water bottles
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## Other:

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## Notes:

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