

# END OF THE YEAR Teacher Checklist

BEFORE YOU BEGIN...START HERE.

COMPLETE FULL LIST BY:

Take a few pictures of your room looks now.

Designate 15 minutes a day to work on each section.

## BEFORE STUDENTS LEAVE

- Clean out student desks, mailboxes, etc.
- Clean and sanitize desks, tables, and chairs.
- Stack desks/chairs/tables in one corner of the room so maintenance can clean the carpet/tile or make repairs.
- Organize/label classroom library and repair any damaged books. Make sure all books are returned.
- Make a final call for assignments, extra credit, or grade checks.
- Hand out any end-of-the-year awards.
- Send home any packets/worksheets/extension projects for students to work on in the summer.
- Write and distribute thank you notes for any end-of-year gifts.

## CLEAN, ORGANIZE, AND PURGE

- Wipe out bins/baskets while organizing supplies.
- Clean boards and discard dried up markers.
- Take down bulletin boards or cover.
- Clean out/organize messy cabinets or supply closets.
- Clean up/organizing filing cabinets and electronic files.
- Respond to any emails, delete, and clean out your school email inbox.
- Turn in a list of any items that need repaired to maintenance.
- Pack up any loose items on your desk, shelves, or tables.

## PAPERWORK

- Finish final grades.
- Organize all important student data for permanent records.
- Update/organize/sign any needed folders or records.

## INVENTORY

- Wipe down, organize, count and store student textbooks/materials.
- Organize manipulatives. Make note of anything needing restocked.
- Clean out, organize, and inventory supplies (crayons, markers, glue, etc).
- Return any books checked out from the school library.
- Label your teacher desk/chair, bookshelves, cabinets, personal items, etc. with your name so custodians will know who they belong to.

## TAKE HOME

- Plants/classroom pets
- Food containers from the staff lounge refrigerator.
- Any valuables in your desk.
- Teacher notebook, planner, binders, etc.
- Links and passwords to website you may need to access in the summer.

## BACK-TO-SCHOOL PREP

- Create a "Back to School" pack with any materials needed for the beginning of the year: handbooks, desk tags, name tags, first week copies, etc.
- Restock your sub tub and write 3 sub plans.
- Make a list of supplies you need to gather over the summer.