

# Daily Classroom Checklist

Date: \_\_\_\_\_

## Before Class

- Prepare materials and equipment
- Arrange student desks/seating
- Write lesson agenda on the board
- Attendance sheet ready

## During Class

- Take attendance
- Review previous lesson
- Conduct lesson and activities
- Monitor student participation

## After Class

- Collect assignments/materials
- Clean and organize classroom
- Summarize lesson for tomorrow
- Update records as needed

## Notes / Observations

Write your notes here...