

New School Year Classroom Preparation Checklist

Classroom Organization

- Arrange desks and seating
- Label student desks and supplies
- Prepare bulletin boards
- Organize classroom materials

Supplies and Resources

- Take inventory of supplies
- Order or purchase additional materials
- Check technology and equipment

Administrative Tasks

- Obtain student roster
- Review school policies
- Prepare class schedule

Lesson Planning

- Review curriculum guides
- Prepare first weekâ€™s lesson plans
- Plan icebreaker activities

Student & Parent Preparation

- Write welcome letter to students & parents
- Prepare classroom information packet
- Schedule meet-the-teacher event