

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 week's lesson plans
- ☐ Plan icebreaker activities

Student & Parent Preparation

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