

Teacherâ€™s Classroom Setup Checklist

Physical Environment

- Arrange student desks and teacherâ€™s desk
- Organize learning centers
- Set up classroom library
- Display classroom rules and procedures
- Prepare bulletin boards
- Check classroom technology (computer, projector, etc.)
- Arrange storage for supplies and students' belongings

Materials & Supplies

- Check inventory of textbooks and workbooks
- Organize student supplies (pencils, paper, etc.)
- Prepare name tags & labels
- Set up manipulatives and teaching aids
- Stock up on cleaning supplies

Planning & Organization

- Update lesson plans
- Prepare daily schedules and timetables
- Organize student records
- Create substitute teacher folder
- Prepare parent communication folders

First Day Preparation

- Prepare welcome message for students
- Set up first day activities
- Create classroom seating chart
- Arrange materials for orientation