

Teacher's Classroom Setup Checklist

Physical Environment

- ☐ Arrange student desks and teacher'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