

End of the Year Checklist

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Room Organization

- Submit maintenance/repair orders
- Inventory, file books & submit replacement/repair order
- Clean up computer files (use online storage to ensure no lost files!)
- Clean & disinfect all furniture
- Clean whiteboards & chalkboards
- Label furniture
- Unplug electronics
- Cover/take down bulletin boards & decor
- Pack away/take home personal items
- Throw out old supplies & list on "To Replace" checklist
- Recycle old files
- Turn in keys

Prepare for the New Year

- Print out new syllabus & beginning of the year materials
- Create & submit copies for the first week of the new school year
- Turn in posters for lamination
- Create a list of "To Replace" items – use this to shop during the summer
- Print out "Beginning of School Year" checklist
- Create new file folders for attendance, class lists, etc...
- Design a new classroom organization plan
- Create new signs & binder cover for missing work area
- Research & sign up for summer PD opportunities
- Create a calendar of available summer dates to collaborate with colleagues
- Add ideas to the "Content Changes" checklist
- Review unit handouts & toss out handouts that won't be used next year

New School Year Mantra