

***Teachers That Sparkle***  
***Prep List for Back to School!***

- Do I have my keys?
- Do I have all of the furniture I need?
- Have I received my textbooks/technology and do I know how to get additional books or needed resources?
- Do I have needed supplies for the first day?
- Does my technology work?
- Do I know how to do attendance on the first day?
- Do I know what my lunch procedures are?
- Do I know where/when my morning duty is?
- Do I know where my afternoon duty is?
- Do I know how all of my students go home?
- Is my classroom set up for success?
- Do I know the rotation schedule?
- Do I have my up to date class roster?
- Do I have a copy of the district and campus calendar?
- Do I have a map of the school?
- Do I have a copy of the faculty roster and phone tree?
- Do I have students with special needs? If so, do I know what to do for the first day? Do I have their modifications and accommodations folders?
- Do I know what time to arrive and what time I leave each day? The first day?
- Do I know how to laminate and copy materials?
- Do I know how to get help with a discipline concern?
- Do I know how to get assistance from the office?
- Do I know how to find/contact the principal and assistant principal?
- Do I know how to get help from the nurse?
- Do I know how to get help from the counselor?
- Do I know how to get help from the custodians?
- Am I familiar with the building? Restrooms? Library? Cafeteria? Workroom? Rotations classes? Intervention rooms? Instructional coach offices? After school program? Playground? Computer lab? Science lab? PLC/Conference room? ARD/Special Education meeting location?
- Do I know how to report an absence and get a sub?
- Do I know how to submit lesson plans?
- Do I know when I have after school meetings?

- Is my daily schedule and rules posted?
- Is my emergency sub folder ready just in case?
- Do I know how to get access to skyward and/or get parent contact information?

*First Day of School Checklist*

- Do I have my lesson plans ready for the first day?
- Do I have my get to know you/team building activities ready for the first day?
- Do I know how I am going to teach my expectations for the first day?
- Do I have the room ready for the first day?
- Do I have dismissal tags for all students?
- Do I know how all of my students go home on the first day?
- Do I have my seating plan for the classroom AND the cafeteria ready?
- Do I have extra activities planned in case we finish early?
- Do I have my letter ready to send home to parents by the first Friday?
- Do I have a place to put supplies?
- Do I have procedures for how to turn in work?
- Do I have my student daily conduct folders ready to go home on the first day?
- Do I have my conduct monitoring sheet ready for the cafeteria?