

Classroom Pack Up Checklist

Before You Go:

- ☐ Prepare Emotionally
- ☐ Get a tote with some supplies ready:
 - ☐ Packing Tape
 - ☐ Scissors
 - ☐ Sharpie
 - ☐ Labels
 - ☐ Bins or Boxes [if needed]
 - ☐ Sticky Notes
 - ☐ Stapler
 - ☐ Baggies – sandwich size and gallon size
 - ☐ Trash Bags
 - ☐ Cleaner [If you have time to clean as you go]
 - ☐ Labeled Bags for Student Belongings
 - ☐ Timer [or just use your phone]
- ☐ Divide Your Time by Zones Needing Packing
- ☐ Create a Schedule for Your Time

When You Arrive:

- ☐ Give yourself a few minutes to be sad if you need it.
- ☐ Prepare a Back-to-School Bin
- ☐ Prepare a “Parts Box”
- ☐ Prepare a Remote Teaching Bin, just in case.
- ☐ Quickly Pack Student Belongings
- ☐ Grab your schedule, set a timer and get busy.
- ☐ Do one zone at a time.
- ☐ When you’re done, don’t forget to check your teacher mailbox.