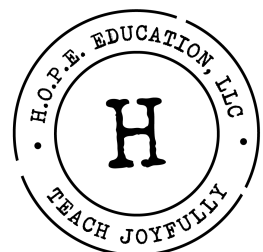


# End-of-Year Checklist

Be the teacher who calmly gets things wrapped up on time.



# End-of-Year Checklist

## Getting Ready

- ☐ Print this form and make lists to add to as you go (repairs, supply order, book order, and planned purchases).
- ☐ Get supplies ready. Make a Supply Bin to keep them corralled and easy to find. (checklists, painter's mask, sharpie, labels, pen, trash bags, file folders, etc.).
- ☐ Write a note to each student. Leave room at the end for a thank you (for any gifts)
- ☐ Create a Back-to-School Bin and a Parts Bin.

Place all items for the beginning of next year in the Back-to-School Bin and all odds and ends you come across in the Parts Bin. As you organize and purge, find missing pieces in the Parts Bin.

## Students

- ☐ Clean out and wipe down desks, cubbies and mailboxes.
- ☐ Send home materials as they are done with them.
- ☐ Send home summer reading lists or packets.
- ☐ Older students: Have students help with organizing supplies and the class library.

## Organize

- ☐ Teacher desk or area- clean out drawers and bins and re-organize.
- ☐ Clean out files- discard anything you don't use.
- ☐ Clean out file cabinets.
- ☐ Clean out and organize electronic files on computer.
- ☐ Clean out school email. Save, respond and delete, as needed.

## Clean

- ☐ Pillow covers, rugs or fabrics that need washing and bring back the next day.
- ☐ Wipe down desks, counters and shelves, wipe out cabinets and drawers as you organize and inventory.
- ☐ Clean off bulletin boards. Clean out cabinets.
- ☐ Gather any small items you usually leave out and place in a box for storage.
- ☐ Wipe down boards and discard any old dry erase markers and erasers.

## **Paperwork**

- ☐ Finish final grades, fill out report cards and don't forget comments.
- ☐ Gather and organize all student data to go into permanent record folders.
- ☐ Fill out/file any student info in permanent folders.
- ☐ Make a plan for Back to School prep.
- ☐ File your copies of your contract, performance review and goals/action plan for next year.

## **Inventory/Ordering**

- ☐ Wipe down, count and store all books, textbooks and unused workbooks.
- ☐ Wipe down and inventory all items in drawers and cabinets.
- ☐ Inventory all items in bins, wipe out bins as you go.
- ☐ Place your order for next year for replacements or new books to add to the class library, new workbooks, etc.
- ☐ Inventory and order any office supplies or art supplies needed for next year (get rid of anything old as you inventory- markers, broken pencils).
- ☐ Return library books.
- ☐ Things get moved around over the summer so just in case- label all bookshelves, and items that need to stay the room.
- ☐ Organize math manipulatives, science and other group learning items (wikki sticks, mag letters, listening center, etc.).
- ☐ Order replacements for anything missing, used up or broken.
- ☐ Turn in a list of repairs that need to be done.

## **Electronics**

- ☐ Label all cords and use painter's mask to tape to the item it goes with.
- ☐ Check and follow your school's guidelines for storage of school electronics.
- ☐ Unplug and store all small electronics- pencil sharpeners, lights, etc.

## **Take Home**

- ☐ Anything valuable, personal items from desk.
- ☐ Plants.
- ☐ Arrange for families to take home class pets w/instructions.
- ☐ Planning, reading, course work or prep to do over the summer.
- ☐ Dishes, anything in the refrigerator and staff lounge.

Dear Teacher,

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Teach joyfully,  
Lisa

Graphics by::

