

End of the School Year Checklist

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



End of the School 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.).
- ☐ Thank You's - Prep notes and and/or small gifts for parents, staff, and students.
- ☐ 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.
- ☐ Plan and celebrate summer birthdays if you haven't already.

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 any summer learning ideas.
- ☐ Older students: Have students help with organizing supplies and the class library.

Organize

- ☐ Teacher desk and all teaching spaces - Clean out drawers and bins and re-organize.
- ☐ Clean out files and discard anything you don't use.
- ☐ Reorganize file cabinets as needed.
- ☐ Clean out and organize electronic files on computer.
- ☐ Clean out school email. Save, respond and delete, as needed.
- ☐ Edit and/or create MASTER FILES for anything you use year to year.

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 and walls. 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

- ☐ Plan for, schedule, and finish final grading. Fill out report cards.
- ☐ Gather and organize all student data to go into permanent record folders.
- ☐ Fill out/file any student info in permanent folders.
- ☐ Organize, purge, and prep all files both paper and digital.
- ☐ File your copies of your contract, performance review and goals/action plan for next year.

Clean/Inventory/Order

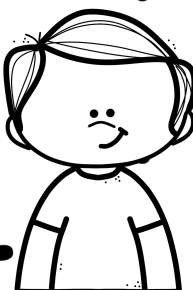
- ☐ Wipe down, count, and store all books, textbooks and unused workbooks.
- ☐ Wipe down, purge, and inventory all items in work spaces, drawers, and cabinets.
- ☐ Clean up, organize, and inventory your classroom library.
- ☐ Inventory all items in bins, wipe out bins as you go.
- ☐ Place your order 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 and borrowed items from other teachers.
- ☐ Things get moved around over the summer so just in case- label all bookshelves, and items that need to stay in 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

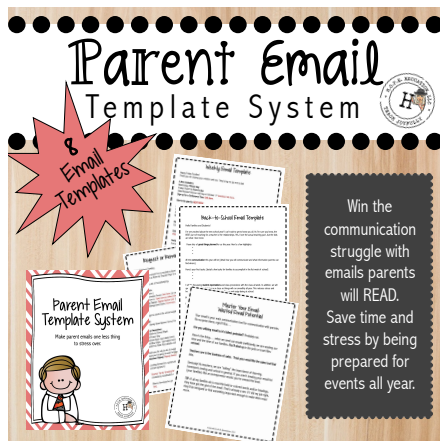
- ☐ Label all cords and use painter's mask to tape to the item it goes with.
- ☐ Check and follow your school's guidelines for storage of school electronics.
- ☐ Unplug and store all small electronics- pencil sharpeners, lights, etc.

Take Home + End of Year Celebrations

- ☐ Anything valuable, personal items from desk.
- ☐ Plants. Arrange for families to take home class pets w/instructions.
- ☐ Prep for end of year celebrations and events – notes, donations, schedules, etc.
- ☐ Planning, reading, course work, or prep to do over the summer.
- ☐ Dishes, anything in the refrigerator and staff lounge.



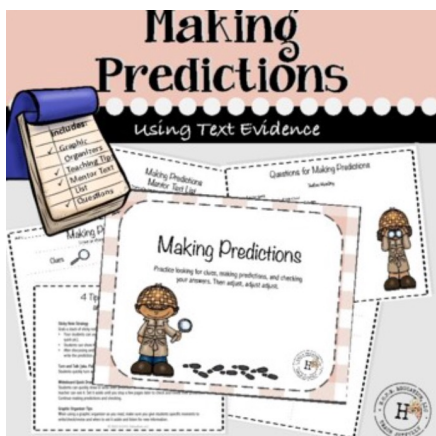
Other resources you might like...



Parent Email Templates [link here](#)

Includes:

- 8 Email Templates
- Directions
- Tips and Tricks



Making Predictions [link here](#)

Includes:

- 2 Graphic Organizers
- Mentor Text List
- Questions Ideas for Teachers
- Teaching Tips Page



Compare and Contrast Activities [link here](#)

Includes:

- Tip Sheet
- 4 Activities
- Graphic Organizers
- Instructions and Teaching Tips



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Thank you for your purchase. I hope this resource is all you hoped for and more! You may copy and edit these templates to create your own to fit your needs for your class.

For more information on **summer learning** listen to Episode #047: How to Help Families Keep the Learning Going All Summer and or **email cleanout** Episode #062 [Email Overload: How to Take Control of Your Email Inbox](#)

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Teach joyfully,

Lisa

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