The Final Weeks of School Checklist

The Teacher

- Pack up personal belongings
- Bring home books, planning resources and materials that you will need over the summer
- Plan for the beginning of next year (make copies, laminate, organize resources and materials you’ll need for the first six weeks of school)
- Take down or cover bulletin boards
- Assign students to classroom jobs (packing, filing, organizing, sorting, stapling, rubber banding, labeling-anything!!)
- Decide what you need to keep, trash or donate
- Take inventory of supplies and make a list of what you need to pick up
- Pick up summer reading books and book marks for your students (any other ideas work too!)
- Send out your last communication letter to families with summer tips, resources and information

The Students

- Empty out and clean desks or work space
- Hand in any unfinished or a late assignments
- Take home student work, projects and student portfolio
- Exchange personal info with classmates to keep in touch

The Classroom/Physical Space

- Pack up and store curriculum and classroom resources in bins or closet
- Unplug computers, tidy up wires
- Label furniture and bins with name and room number
- File a report for anything that needs to be removed, replaced or repaired
- Lock up technology

Administrative

- Finish all grading & keep a record of it
- Complete and distribute report cards
- Stuff/sign cumulative folders
- Respond to any lingering emails

Give a hug, hi 5 or a handshake to your teacher peeps and skip out for the summer! - Created by For The Love of Teachers 2017