

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
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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
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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
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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