

Back-to-School Checklist for Teachers

____ Write and mail Welcome Back Letters

____ Send personal invitations for Back to School Night

____ Shop for class supplies:

- [Name Plates](#)
- Pencils
- Paper - Construction, White Copy Paper, Lined Paper
- [Journals](#)
- Pocket Folders for School to Home interactions
- [Welcome Kit](#)
- Other: _____
- Other: _____
- Other: _____
- Other: _____
- Other: _____

____ Set-up a class blog

____ Organize Masters of worksheets for quick reference

____ Plan main projects for each month

____ Create a student database with pertinent contact information in Google Docs

____ Begin planning out the first week's lessons

____ Get your systems in order (i.e. - returning homework, paperwork, book bags, etc.)

____ Organize your class library

And for your own sanity and well-being, do not forget to stock up on the following items for yourself:

____ Chocolate

____ Soft tissues

____ A new pen with a cushioned grip

____ A colorful bag to carry your work from school to home and back again