

END OF YEAR CHECKLIST

Teacher-planned final activities

- Complete final assessments in time to grade them for report cards.
- Finalize report cards.
- Collect all textbooks and books loaned out from your classroom library.
- Schedule a cleaning afternoon.



Enlisting Student Help (elementary)

- Clean off student desks, lockers, mailboxes, cubbies, etc.
- File *Word Wall* words that are written on index cards in alphabetical order.
- Appraise the supplies (e.g., crayons, markers, glue, colored pencils) to see if they are worth saving.

Discard or Give Away

- Lightly-used supplies that won't survive another year in the classroom
- Old posters that have faded or don't mesh with today's kids.
- Extra packets or worksheets for those elementary students that like to play school at home.

Inventory

- Textbooks
- Math manipulatives
- Science supplies

Permanent Records

- Update, organize, sign

Clean and Organize

- Cupboards: Empty them completely and justify every item you put back.
- Filing cabinets
- Teacher's desk
- Storage room
- Make a list of items that need repair for the maintenance department (leaky faucets, stained ceiling tiles, broken tiles, etc.)
- Use ONE empty copy paper box to store student files and memories. These memories include little trinkets, cards, and photos from the year. Label the outside of the box with the year and a few student names for easy identification. If it doesn't fit in the box, get rid of it!

Electronics

- Unplug lights, pencil sharpeners, speakers.
- Shut down computers and interactive whiteboards.

Cover

- Cover computers, printers, the interactive whiteboard, and other electronics with sheets.
- Cover bookshelves with newspaper or sheets.

Follow any directions from the school

- School handbook
- Memos from administration

Take Home

- Plants
- Animals
- Food/dishes from the staff lounge refrigerator
- Money or valuables
- Books to read
- Curriculum to review
- Addresses/emails of parents and students in case you need to send them something
- Links or passwords to web sites that you may want to access over the summer

Goodbye

- Say goodbye to the office staff.
- Make sure the office has your summer contact information.
- Turn in any important security keys for safekeeping.

BEFORE YOU LEAVE

Reflect

Before you leave take time to reflect. If you don't do it now, you probably won't do it while you are sitting on that beach sipping an umbrella beverage. You owe it to yourself and to your profession to reflect. You can do this any way you would like. Here are some thoughts to use as prompts.

- What were your favorite lessons that you must do next year?
- Which lessons were disasters that you definitely need to think about reworking?
- Did you like your classroom management system?
- Did you accomplish everything you needed to?
- Did you teach the topics in a good order?
- What were some of the frustrations in your life, in your classroom, or in your building that you may have to address to make next year more enjoyable?
- What was your favorite moment?
- What did you learn about teaching this year?
- Did you have a good work/personal life balance?
- Next year I would like to do more ____.
- Next year I would like to do less ____.
- Next year I would like to try _____.

