

## TO DO LIST FOR TEACHERS

# WRAPPING UP THE SCHOOL YEAR

- ☐ **SUBMIT FINAL GRADES.**
  - Jot down a quick sentence about each student's progress in the past year.
- ☐ **HONOR STUDENTS FOR THEIR ACCOMPLISHMENTS.**
  - This may include awards, speeches, gifts, letters, or any special celebrations.
  - Consider writing students special letters about their academic and character strengths.
  - Know the expectations for school award ceremonies.
- ☐ **REFLECT ON YOUR CLASS'S ACHIEVEMENTS AND WHAT STUDENTS LEARNED.**
  - Ask students about their favorite activities, their most challenging tasks, and how they feel they have grown.
  - Countdown to the last day with a fun activity each day—having a special snack, extra recess, or bringing in an item from home. Make it fun!
- ☐ **PLAN TIME TO CLEAN THE CLASSROOM WITH STUDENTS.**
  - Students may enjoy helping by wiping down desks and furniture and sorting through books and supplies.
  - Leave student work on the walls until the very last day—otherwise, students become very aware that the year is over!
- ☐ **SEND STUDENT SUPPLIES HOME.**
  - Send home crayons, folders, pencils, erasers, scissors, notebooks, etc.
  - Save a handful of the most popular color crayons, markers, and glue sticks for next year.
- ☐ **SET ASIDE TIME TO TACKLE AREAS ONLY YOU CAN CLEAN.**
  - Clean and organize cabinets, supplies, and your desk.
  - Determine what you can recycle or give away to other staff.
- ☐ **BREAK DOWN THE CLASSROOM.**
  - Cover bookshelves or move books, stack items on counters, and put up decorations you don't want to be moved.
  - Take home items of value such as microwaves, mini-fridges, or coffee pots.
- ☐ **ON THE LAST DAY, TAKE TIME TO THINK.**
  - Think about what you liked and didn't like about your year, what worked and what didn't, and how you want to set up your classroom the following year.
  - List new supplies you may need to buy.
  - Take home professional development resources and your teaching badge, and create a list of your computer login passwords so you don't forget!