

To Do after receiving class list:

- label book boxes
- make tabbed student binder
- print name labels (x6)
- prep reading folders
- prep math folders
- prep assessment notebooks
- create class list in WTW program
- create class list in grading program
- create class list for DRAs
- create class list for AIMS web
- create blank class list
- update fire drill folder
- nametags
- label mailboxes

Organization:

- sort books fiction/non-fiction
- organize chapter books
- put books in student library area
- decide on jobs
- make lesson material bins by subject
- organize math shelves
- organize science materials
- organize extra math materials
- go through gift box and edit
- clean teacher bookshelf
- clean out closet
- organize empty plastic containers
- organize games shelf
- clean out desk drawers
- organize rolling supply carts
- create filing system

Design:

- write welcome letter
- write supply list
- write specials schedule
- copy welcome packet
- design teacher planner pages

Assessment:

- check stock of DRA guides for primary kit
- copy DRA scoring guides for upper kit
- organize Aims Web materials
- staple Aims web packets
- make assessment record sheet

Prep:

- empty crayon boxes
- empty colored pencil boxes
- sharpen pencils
- put balls in basket
- buy book boxes
- build book boxes
- remove mailbox labels
- plan first week
- prep first week
- laminate stuff
- paste pockets in reading notebooks
- prep first week homework
- write schedule on board
- photocopy teacher planner pages
- record spelling tests
- write first day homework on board
- put first few assignments into grade program
- pick first day read-aloud
- design tens and doubles flashcards
- copy paper book covers
- assemble paper books

Classroom environment:

- put up word wall
- put basic words on word wall
- write class rules poster
- write procedures on activboard
- write class consequences poster
- bring plants from home
- write wall calendar
- create attendance chart
- create jobs chart
- find out about mini fridge
- hook up student computers
- buy book boxes
- set up listening center
- buy first day snack
- create sign out spot for bathroom
- create ball basket
- move flag holder
- find external speakers and plug in
- assemble desk supply boxes
- repaper bulletin board over sink
- troubleshoot printer
- test all student computers – net, print