

END-OF-YEAR CLASSROOM CHECKLIST



Congratulations! You've reached the (near) end of another successful year of teaching. While packing your classroom for a move or to facilitate summer maintenance can seem overwhelming, it's easier when you have a plan. Here's the one that I finally settled into after nearly a decade of teaching middle grades ELA.

COMPUTERS & TECHNOLOGY (2-3 WEEKS OUT)

- Organize email** – If you didn't create a folder called "Parents-2019" (change years as needed), do it now and drag all parent and student ESE communication into it. I also have a "How-To" folder for passwords and instructions.
- Wipe student computers** – Delete all old student files and folders (or store on flash drive). Don't forget any stored photos.
- Archive digital classrooms** – Archive or delete any digital classrooms used (Ex. Google Classroom, Edmodo, Schoology, etc.)
- Archive teacher documents** – If you don't already keep your files on a portable device, back them all up onto a portable hard drive or flash drive in a file named for the current year.
- Breakdown computers** – If your school requires you to disconnect student computers, snap a picture of the connections beforehand, so you can reassemble them next year.

WALLS (FINAL WEEK)

- Student Work** – Return any student work on display. If you want to keep some as examples for next year (with the author's permission, of course), store them in a binder.
- Reusable Posters** – Remove them, roll them up and store in cardboard tubes or stack together on a flat surface (table or top of large cabinet). Sandwich smaller items between framed posters or stick them directly onto the clear plastic cover.
- Bulletin Boards** – Discard all faded or torn paper and borders. If fabric cover is in good shape I leave it stapled up and just replace the border next year.
- Markers, Magnets, and Hooks** – Box up all whiteboard accessories and reusable hooks for next year. Erase the board.

SHELVES/CABINETS

(1-2 WEEKS OUT)

- Student Work Folders** – Have students take home consumable notebooks and folders.
- Classroom Library** – Organize books into small bins, baskets, or boxes that students can help you move or stack. Group like items (dictionaries, textbooks, etc.)
- De-Clutter** – Toss or donate anything you didn't use in the past 10 months. If you have digital copies of handouts, throw out old paper copies rather than filing them.
- Student files** – I keep student files (grades, ESE documents, behavior mgmt.) for one year, shredding older files. I do not keep all tests, only retakes.
- Classroom Materials** – Box similar items together in LABELED containers (ex. "TOOLS" would include staplers, hole punches, pencil sharpeners; "PAPER" would be all different types of paper or card stock.) Use Ziploc bags to contain smaller items within larger boxes.
- Take Home** – Reserve a box (or two) for any personal items you'll want to take home for summer. If it's valuable, take it home!
- Label Furnishings** – Use removable tape to label all portable furnishings (fans, bookcases, chairs, desks) with your name and classroom number, so they'll find their way home if they get moved around over the summer break.

DESK (LAST DAY OR TWO)

- Pens and Pencils** – Toss half-used pens and pencils. (You know you'll want to start next year with a fresh new set!)
- Office Tools and Supplies** – Box or bag up unused supplies; label and group them just as you did for your cabinets.
- Student Creations** – Take a photo of hand-made pictures and cards from students or store in an "Affirmations" file. It's the thought that counts, and this lets you retain the memory even if you can't retain every memento.
- Essentials Box** – Reserve a small box or drawer for items you'll need on your last (and first) days of planning: pencil, pen, pad of paper, scissors, marker, post-its, and tape. (Mine also has my clipboard with this and other checklists.)