



# end of the year TEACHER checklist

- file all IEPs and BIPs
- finish report cards
- wipe down books and check condition of classroom library

complete and distribute student portfolios

organize supplies and make note of what's needed for fall

# End of the Year Checklist for Teachers

*freebie!*

check out students' books

clear out all unnecessary emails

clean and organize file cabinet

turn in gradebook and lesson plan book

remove all bulletin board paper from bulletin boards

back-up self-made teaching materials on an external hard drive

the classroom creative.com

clean and pack up personal items/teacher desk

summer reading/learning pack for students

write thank you notes for volunteers and student gifts