



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

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 papers and boards

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

clean and pack up personal items/teacher desk

summer reading/learning pack for students

write thank you notes for volunteers and student gifts

freebie!

End of the Year Checklist for Teachers

the classroom creative.com