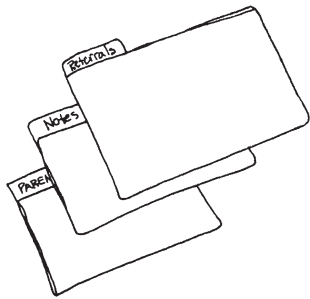


# First Day Teacher Checklist



## Referral File

- Official referrals (nurse and/or office)

## Note File

- Notes from home (absences, excuses)

## Parental Consent File

- Legal consent forms (video releases, field trip permission slips)

## Referral Forms

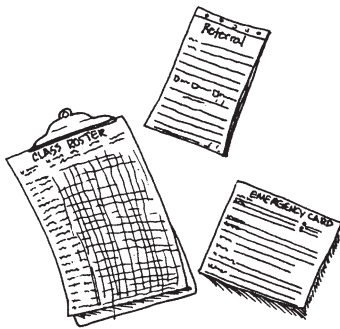
- Blank school forms for making a referral

## Class Roster

- Current roster listing students' names and relevant information

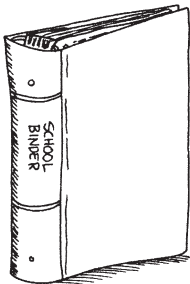
## Personal Emergency Card

- Personal information about yourself retained in the office



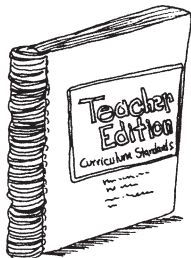
## School Binder

- School faculty roster
- Room list
- School policies and procedures
- Up-to-date



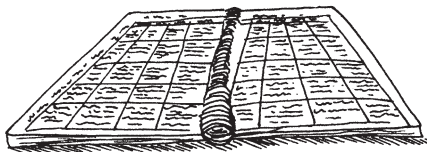
## Teacher's Editions (TEs)

- For each subject area and/or textbook



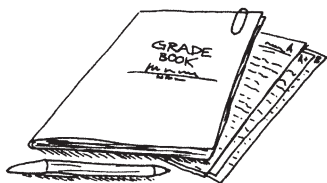
## Lesson Plans

- Weekly lesson plans
- Up-to-date

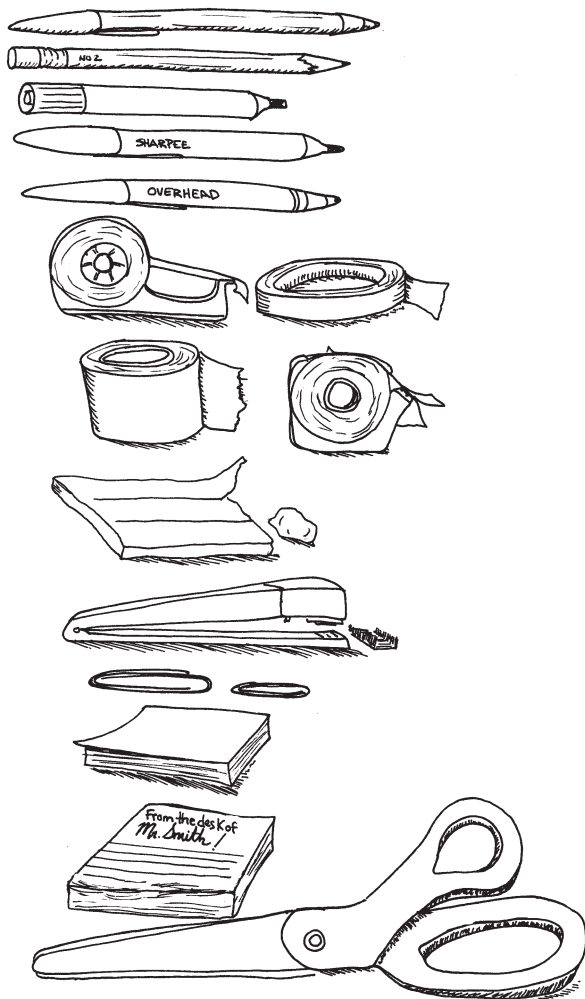


## Grade Book

- Record of student assignments and assessments
- Up-to-date



# First Day Teacher Checklist



## Supplies

- Pens
- Pencils
- Markers
- Sharpie marker
- Overhead markers
- Scotch tape
- Masking tape
- Bookbinding tape
- Clear plastic tape
- Sticky putty
- Stapler and staples
- Paper clips (large and small)
- Post-it Notes
- Note paper
- Scissors
- Hole punch
- Lined tag board (heavy poster board)
- Sentence strips
- Word cards
- Pointer
- Yardstick

