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Beginning of the School Year *(cont.)*

Making Lists

At the beginning of the year, it is important to keep a running list of items that need to be completed. Make a master copy and duplicate it to use each year. Store it in a file labeled “Beginning of the Year.” As each task or item is completed, check it off. Like the checklist used by all pilots (no matter how experienced they may be) before taking off, this procedure will prevent you from overlooking some important element of your preparation. The following is a list to be used; adapt it to your style.

Beginning of the Year

- | | |
|--|--|
| <input type="checkbox"/> Create student information book. | <input type="checkbox"/> Have emergency drill posters ready. |
| <input type="checkbox"/> Compile daily task list book. | <input type="checkbox"/> Have first-day rules poster made. |
| <input type="checkbox"/> Compile meetings book. | <input type="checkbox"/> Have stickers and stamps organized. |
| <input type="checkbox"/> Compile substitute information. | <input type="checkbox"/> Have progress reports gathered. |
| <input type="checkbox"/> Obtain or select lesson plan book. | <input type="checkbox"/> Review students' records. |
| <input type="checkbox"/> Obtain or select record book. | <input type="checkbox"/> Have music ready. |
| <input type="checkbox"/> Gather notepaper. | <input type="checkbox"/> Place schedule on board. |
| <input type="checkbox"/> Create current file system. | <input type="checkbox"/> Have chalkboard organized. |
| <input type="checkbox"/> Create seating charts. | <input type="checkbox"/> Have classroom books organized and labeled. |
| <input type="checkbox"/> Gather chapter books to read to the class. | <input type="checkbox"/> Have teacher desk arranged. |
| <input type="checkbox"/> Gather all supplies from previous list. | <input type="checkbox"/> Have classroom desks arranged. |
| <input type="checkbox"/> Prepare first week of lesson plans. | <input type="checkbox"/> Have teaching area set. |
| <input type="checkbox"/> Gather materials for first week of lessons. | <input type="checkbox"/> Attend initial meetings. |
| <input type="checkbox"/> Make name tags. | <input type="checkbox"/> Set up recordkeeping system. |
| <input type="checkbox"/> Label desks. | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Label coat hangers. | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Have lunch count ready. | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Have attendance sheets ready. | |

Parent Communication (sample)

Parents' Names: Sam and Martha Stenwit

Student Name: Susie Stenwit

Phone: 375-1522

Address: N52 W6930 Oak Rd. City Gravton Zip 53224

Communications

Date	Initiator	Comments	Contact	Response	Follow-up	Date
2-17	me	Susie behind in homework	Phone Sam	They'll work on it over weekends.	I called to report doing better.	2-28
5-20	Martha	Called about complaints at recess.	Phone	I told her I'd check on it.	Told her I'm having Susie & friend meet with counselor.	5-22