



End-of-Year

CHECKLIST

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Take down bulletin boards and store decor in labeled bags

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Pack away classroom library (or cover it if allowed)

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Return school-owned materials (tech, books, assessments)

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Empty and defrost mini fridge (if you have one!)

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Clear out and clean student desks/cubbies

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Create a "First Week" box or bin

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Label all boxes and bins clearly

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File or recycle loose papers

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Take home personal items or valuables

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Leave a note or treat for the cleaning crew

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Snap a photo of your room setup for future reference

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Turn off electronics and unplug everything

