

7 EASY END OF THE YEAR CHECKLISTS

1 STUDENT-CENTERED

- Make a final call and set a deadline for assignments, extra credit, and 1:1 grade checks.
- Give out any awards, appreciations, acknowledgments, honors, and other special recognitions.
- Write any letters or recommendations you plan to give to students.
- Ask students to complete reflections on their favorite projects, units, and experiences.
- Include students in a day of classroom cleaning and purging.
- Submit your grades.

2 CLASSROOM

Clean and Purge With Students:

- Wipe down all furniture and surfaces.
- Consolidate and refill glue bottles.
- Check, sort, and cap glue sticks.
- Sharpen and store pencils and colored pencils.
- Pass papers and projects back.
- Vacuum rugs.
- Return items to teachers and run office errands.
- Clean and sort paintbrushes.
- Break down cardboard boxes.
- Take down and return students' artwork.
- Wash palettes and water cups.
- Test and separate markers.
- Sort materials by color and/or type.
- Scrub the sink after all other washing is complete.
- Prepare bulletin boards for the fall return if allowed.

Clean and Purge by Yourself:

- Organize your paper shelves.
- Clear out your desk and drawers.
- Organize your file cabinet.
- Cover bookshelves.
- Remove as many items from the floor as possible.
- Move any remaining items to one area of your room.

- Label all boxes and furniture items still visible in your room with your name and room number.
- Hang decor you don't want to be moved.
- Bundle any items you can't use or no longer want and regift or dispose of them.
- Remove batteries from electronics.
- Take home wash, such as towels and aprons.
- Take home appliances, like an electric kettle, microwave, and mini-fridge.
- Prepare a calendar and curriculum map for the fall return.

Purge Your Work Computer:

- Write down any passwords you will need and don't want to forget over the summer.
- Delete unnecessary emails.
- Spend time organizing any important email information into folders and save it to a cloud or external hard drive.

3 SUPPLIES

- Discard anything no longer useable.
- Upcycle containers for water cups.
- Organize and label your cabinets.
- Take inventory of what you have.
- Create an initial wish list.
- Update or start your [Amazon Classroom Wish List](#).
- Start planning your fall [Donor's Choose](#) project.

4 TECHNOLOGY

- Assess all classroom computers and tablets for functionality.
- Count accessories, like headphones, styluses, mice, keyboards, chargers, etc.
- Send an all-staff email about any technology missing from your room.
- Report broken or missing equipment to your IT person.
- Dismantle, label, pack in boxes, and store any equipment.
- Wind up and store extension cords.

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5 ADMINISTRATIVE

- Follow checkout lists as directed by your school site.
- Turn in technology, such as walkie-talkies, document cameras, and computers, as required.
- Check that you have submitted your final grades correctly.
- Ensure that you have next year's calendar.
- Plan art-based exercises and hands-on activities for the [first week of school](#).
- Photocopy anything you will need for the first week's activities.
- Write appreciation notes to colleagues, custodial staff, and administrators.
- Turn in your keys.

6 SELF-REFLECTION

- Reflect on your school year's highs and lows, as well as what worked and what didn't.
- Review and reflect on your evaluations.
- Set goals for next year.
- Take pictures of artworks and your room.
- Take notes and sketch changes you would like to make to your classroom next year.

7 SELF-CARE

- Plan getaways.
- Plan time with friends.
- Schedule doctor's appointments.
- Treat yourself!
- Spend quality time with family.
- Schedule time for [creating your own art](#).