

# BACK-TO-SCHOOL CHECKLIST FOR ELA TEACHERS

## Curriculum

- ☐ Map out first 2–4 weeks of lessons
- ☐ Create or update unit pacing guides for each subject (literature, etc.)
- ☐ Prepare digital and printed syllabi for distribution
- ☐ Add key dates to your curriculum calendar

## Technology

- ☐ Set up learning management system
- ☐ Upload PDFs and assignment templates
- ☐ Organize files in labeled folders
- ☐ Test classroom tech (projector, speakers, SmartBoard)

## Classroom Setup

- ☐ Organize classroom library
- ☐ Label bins and shelves for books and supplies
- ☐ Post class rules, daily agenda, and anchor charts
- ☐ Stock up on pens, highlighters, and paper

## Community & Communication

- ☐ Draft welcome email to students & families
- ☐ Set up parent contact system
- ☐ Plan an engaging first-day icebreaker
- ☐ Post class expectations and communication methods

## Assessments & Materials

- ☐ Set up pre-assessments
- ☐ Organize formative assessments (quizzes, exit slips)
- ☐ Gather rubrics for essays and presentations
- ☐ Make copies of short stories, poems, and excerpts

## Professional Prep

- ☐ Review IEPs/504s for your students
- ☐ Attend PD or back-to-school training sessions
- ☐ Pick a professional development goal for the year
- ☐ Set boundaries for work-life balance (office hours, unplug time)