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| Classroom/ Organizational |  | Content |  |
| Inventory all books, update labels, report/order replacements |  | Write and distribute summer reading assignments for all classes |  |
| Take down bulletin boards & wall décor |  | Clean out all binders – get rid of extra papers, etc. ORGANIZE! |  |
| Clean out desk; make list of items to be re-stocked |  | Sketch a basic “ 2014 – 2015 course outline” for each class |  |
| Organize classroom supplies; make list of “needs” for next year |  | Take home novels that you plan to teach to read over summer |  |
| Clean out student files; shred papers; recycle folders for next year |  | Give students an end-of-year survey and review feedback |  |
| Remind students to take home journals, portfolios, etc. |  | Update last year’s syllabus with changes based on above |  |
| Check tech equipment & package/put away for summer |  | Begin planning/thinking about first week of school activities |  |
| Send tech equipment for maintenance/ order new parts as needed |  |  |  |
| Store all blank paper, unused “Missing Work Logs,” etc.  |  |  |  |
| Clean out “Make-up Work” binder & reorganize for next year |  |  |  |
| Take home all “personal items” (coffee cups, jackets, etc.) |  |  |  |
| Label all furniture etc. with name & room # |  |  |  |
| Thoroughly clean classroom – dust/disinfect/etc. |  |  |  |
| Wipe down all white/chalk boards |  |  |  |
| Put in requests for maintenance/ new furniture etc. over summer |  |  |  |
| Unplug all electrical devices & put away |  |  |  |
| Clean up computer desktop & documents – back up files |  |  |  |
| Create new 2014 – 2015 folder on computer |  |  |  |
| Fill out necessary end-of-year paperwork; turn in keys; etc. |  |  |  |