

 Building Access		
☐	Classroom keys and fobs organized and labeled	
☐	Building access cards activated	
☐	Mailboxes cleaned out and labeled	
☐	Classroom assignments verified	
☐	Building maps available for new staff	
☐	Parking information ready	
☐	Staff directories updated	
☐	Classroom keys and fobs organized and labeled	
☐	Building access cards activated	
☐	Mailboxes cleaned out and labeled	
☐	Classroom assignments verified	
☐	Building maps available for new staff	
☐	Parking information ready	
☐	Staff directories updated	
 Technology		
☐	Staff login credentials confirmed	
☐	New staff accounts created	
☐	Email accounts working	
☐	Copier codes assigned	
☐	Classroom phone lists updated	
☐	Wi-Fi instructions available	
☐	Technology request procedures printed	
☐	Device assignments verified	
 Teacher Welcome Packet		
☐	School calendar	
☐	Bell schedule	
☐	Duty assignments	
☐	Faculty meeting schedule	
☐	Emergency procedures	
☐	Extension list	
☐	District calendar	
☐	Important contacts	
☐	Visitor procedures	
☐	Attendance procedures	
☐	Lunch procedures	
☐	Transportation contacts	
☐	Technology support information	
☐	Nurse contact information	
☐	Building map (especially for new staff)	

 Classroom Support		
☐	Classroom supply requests organized	
☐	Furniture requests communicated	
☐	Custodial requests completed	
☐	Classroom names verified	
☐	Student class lists available (if permitted)	
☐	Teacher mailbox contents prepared	
 Student Information		
☐	Enrollment updates completed	
☐	Student schedules finalized	
☐	Transportation lists available	
☐	Allergy and medical alerts verified	
☐	Emergency contacts updated	
☐	Homeroom lists prepared	
☐	Class roster changes communicated	
 Office Procedures		
All staff trained on:		
☐	Attendance procedures	
☐	Student dismissal procedures	
☐	Early pickup procedures	
☐	Visitor sign-in procedures	
☐	Volunteer procedures	
☐	Discipline referral process	
☐	Lost-and-found procedures	
☐	Emergency communication procedures	
 Office Supplies Teachers Always Need		
Set up an area where these supplies are accessible:		
☐	Pens	
☐	Markers	
☐	Highlighters	
☐	Sticky notes	
☐	Staples	
☐	Tape	
☐	Paper clips	
☐	Dry erase markers	
☐	Batteries	
☐	Laminating pouches (if applicable)	
☐	Copier paper	
☐	Name badges	
☐	Lanyards	

😊	New Teacher Welcome	
☐	Introduce office staff	
☐	Explain office procedures	
☐	Give a building tour	
☐	Show mailboxes	
☐	Explain copier use	
☐	Review visitor procedures	
☐	Answer the "little questions" that don't make it into orientation	