

 Front Office Ready	
☐	Make sure the front entrance and office look welcoming
☐	Update welcome signs, office hours, and school information
☐	Check that staff directories and extension lists are current
☐	Make sure visitor sign-in procedures and badges are ready
☐	Stock the front counter with pens, forms, tissues, and other essentials
☐	Check that phones, intercoms, radios, and office equipment are working
☐	Have a few printed school maps handy for new families
☐	Make sure frequently requested forms are easy to grab
 Student Information	
☐	Review new student enrollments
☐	Check for missing registration documents
☐	Confirm student demographic and emergency contact information
☐	Review custody alerts and other important student information
☐	Make sure medical alerts are available to the appropriate staff
☐	Check that homeroom, teacher, and grade assignments are correct
☐	Prepare information for students who enroll at the last minute
☐	Know the procedure for students who show up but aren't on a roster
 Attendance	
☐	Confirm teachers know how and when to submit attendance
☐	Review first-day attendance procedures
☐	Know how your school will handle students marked absent who are actually in the building
☐	Prepare for students arriving late
☐	Review early dismissal procedures
☐	Make sure absence notes and attendance documentation have a home
☐	Know who will be following up on first-day no-shows
 Transportation	
☐	Have bus routes and schedules available
☐	Know where bus numbers and transportation assignments can be found
☐	Review parent drop-off and student pick-up procedures
☐	Confirm dismissal locations
☐	Have transportation contact information handy
☐	Prepare for last-minute transportation questions and changes
☐	Know the procedure when a student doesn't know how they're getting home

Meals & Student Essentials

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| ☐ | Review breakfast and lunch procedures |
| ☐ | Know how families add money to student meal accounts |
| ☐ | Have meal assistance information available |
| ☐ | Check procedures for forgotten lunches |
| ☐ | Know where students can get temporary supplies if needed |
| ☐ | Have information available for families asking about school supplies |

Parent Communication

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| ☐ | Update frequently called phone numbers |
| ☐ | Make sure the school website has current back-to-school information |
| ☐ | Check automated calling, texting, and email systems |
| ☐ | Prepare answers to the questions you know are coming |
| ☐ | Know where to direct questions about transportation, food service, athletics, after-school programs, and technology |
| ☐ | Have the school calendar readily available |

Technology & Student Access

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| ☐ | Confirm student accounts have been created |
| ☐ | Check that new students are properly entered in necessary systems |
| ☐ | Review Chromebook/device distribution procedures |
| ☐ | Know who handles password resets |
| ☐ | Make sure teachers know where to report technology problems |
| ☐ | Check that parent portal information is ready to distribute |
| ☐ | Identify students or families still needing portal access |

 Health & Safety

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| ☐ | Coordinate with the school nurse on important student alerts |
| ☐ | Review emergency procedures |
| ☐ | Make sure emergency contact information is accessible |
| ☐ | Know the procedure for student injuries and illness |
| ☐ | Review student sign-out procedures |
| ☐ | Make sure emergency cards/forms have been returned—or know who still owes you one |
| ☐ | Confirm radios and emergency communication systems are working |

 Dismissal	
☐	Review dismissal procedures with office staff
☐	Know where bus, walker, car rider, and after-school lists are kept
☐	Establish a procedure for dismissal changes
☐	Make sure staff know who can authorize a dismissal change
☐	Prepare for parent calls about missed buses
☐	Know the procedure for a student who is not picked up
☐	Keep transportation and emergency numbers close
 The Little Things	
☐	Have tissues ready for nervous students—and nervous parents
☐	Keep a few pencils and basic school supplies at the desk
☐	Know where lost-and-found items will go
☐	Have a plan for forgotten backpacks, lunches, instruments, and homework
☐	Learn the names of your new students whenever you can
☐	Take one last walk through the office from a parent's point of view
☐	Put on your comfortable shoes