THE HOLIDAY SURVIVAL CHECKLIST

MRS. OFFICE LADY • THANKSGIVING TO WINTER BREAK

Plan ahead, stay organized, and make it to winter break!

School: _____ **Completed by:** _____

1. HOLIDAY CALENDAR & COMMUNICATIONS

- ☐ Update the master calendar with concerts, parties, special events, early dismissals, and closures.
- ☐ Confirm dates, times, locations, and staff responsibilities for each event.
- ☐ Prepare and send Thanksgiving and winter break reminders to families.
- ☐ Share concert, classroom party, dress-up day, and early dismissal information.
- ☐ Update the school website, phone message, and parent notification platforms.

2. EVENTS & OFFICE SUPPLIES

- ☐ Confirm visitor sign-in, arrival, dismissal, parking, and supervision procedures for events.
- ☐ Check printer paper, toner, labels, envelopes, cardstock, and other high-use supplies.
- ☐ Restock essentials: tape, staples, pens, batteries, name tags, and first-aid supplies.

3. STUDENT RECORDS & PAPERWORK

- ☐ Review attendance and absence-reporting procedures for cold and flu season.
- ☐ Follow school procedures for sick students, early pickups, and authorized student release.
- ☐ Process outstanding forms, permission slips, attendance documents, and record updates.
- ☐ Secure confidential documents and route items needing administrator attention.

4. COVERAGE & WINTER BREAK

- ☐ Confirm who will handle urgent calls, building access, and facilities issues during the break.
- ☐ Prepare a coverage note with key contacts, procedures, open tasks, and upcoming deadlines.
- ☐ Set an email out-of-office reply with the school reopening date.
- ☐ Finish or hand off time-sensitive tasks before leaving.

5. GET READY FOR JANUARY

- ☐ Review report card, scheduling, enrollment, testing, and state reporting deadlines.
- ☐ Check the January calendar for meetings, professional development, and school events.
- ☐ Make a short first-week-back task list so January starts smoothly.

NOTES / THINGS TO FOLLOW UP ON