

# Preparing for the New School Year

## A Principal's Checklist

A comprehensive guide to ensure a smooth and successful start to the academic year.

---

### 1. Facilities and Infrastructure

#### Building Maintenance

- Schedule thorough cleaning of all facilities
- Complete necessary repairs and renovations
- Inspect safety equipment and emergency systems
- Update classroom technology and equipment

#### Health and Safety

- Review and update safety protocols
- Ensure first aid supplies are stocked
- Update emergency contact information
- Verify compliance with health regulations

### 2. Staffing and Professional Development

#### Staff Planning

- Fill any vacant positions
- Assign teaching and support staff roles
- Update staff handbooks and policies
- Plan orientation for new staff members

#### Professional Development

- Schedule training sessions
- Plan curriculum development meetings
- Organize team-building activities
- Set up mentoring programs for new teachers

### 3. Class List Creation

#### Data Collection

- Gather student academic records
- Review behavioral assessments

- Consider social-emotional factors
- Collect student friendship preferences

### **Class Formation**

- Balance academic abilities across classes
- Consider behavioral dynamics
- Maintain appropriate gender ratios
- Account for special education needs

### **Special Considerations**

- Review parent requests
- Consider teacher-student compatibility
- Plan for students with special needs
- Address sibling placements

## **4. Curriculum and Instruction**

### **Curriculum Review**

- Update curriculum maps
- Align with state standards
- Review and order textbooks
- Plan assessment schedules

### **Resources and Materials**

- Order classroom supplies
- Prepare instructional materials
- Set up digital learning platforms
- Organize resource distribution

## **5. Communication and Community**

### **Parent Communication**

- Send welcome letters
- Update school handbooks
- Plan orientation events
- Schedule parent-teacher meetings

### **Community Outreach**

- Update school website
- Plan community events
- Establish partnership programs
- Coordinate with local organizations

## 6. Administration and Operations

### Administrative Tasks

- Update student records
- Review and revise policies
- Set up scheduling systems
- Prepare budget allocations

### Technology Systems

- Update student information systems
- Set up communication platforms
- Configure learning management systems
- Test emergency notification systems

## 7. Student Support Services

### Support Programs

- Plan counseling services
- Organize special education support
- Set up tutoring programs
- Coordinate health services

### Student Activities

- Plan extracurricular activities
- Schedule student orientations
- Organize clubs and programs
- Prepare student leadership initiatives

---

### Streamline your class list creation with Shibutz

Save weeks of manual work. Create balanced, optimized class lists that set every student up for success.

Try free at [www.shibutz.com](http://www.shibutz.com)