# Back-to-School Checklist

**Purpose:** This document serves as a comprehensive checklist to help teachers and students ensure they are fully prepared for the first day of school. It includes essential planning, supplies, and tasks to be completed before the start of the academic year.

## General Information

* **School Name:** {schoolName}
* **Academic Year:** {academicYear}
* **Prepared By:** {preparedBy}
* **Date:** {date}

## Teacher Checklist

{#teacherChecklist}

* **{item}:** {details}

{/teacherChecklist}

## Student Checklist

{#studentChecklist}

* **{item}:** {details}

{/studentChecklist}

## Classroom Setup

{#classroomItems}

* **{itemName}:** {status}

{/classroomItems}

## Important Dates

{#importantDates}

* **{event}:** {date}

{/importantDates}

## Team Members

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Contact** |
| {#staff}{fullName} | {role} | {contactInfo}{/staff} |

## Additional Notes

*{additionalNotes}*

## Parental Consent Forms

{#hasConsentForms}

* All student consent forms have been collected and filed.

{/hasConsentForms}

{^hasConsentForms}

* Consent forms are still pending for some students. Follow up is needed.

{/hasConsentForms}