End of Year Checklist

End of Year · PreK–12

Close the year with student celebrations, finalized records, family outreach, classroom pack-up, and planning for next year.

Students & Celebrations

- [ ] Celebrate student growth and achievements.
- [ ] Guide students to reflect on their learning and set summer goals.
- [ ] Plan meaningful end-of-year activities that keep routines in place.
- [ ] Write a personal note or certificate recognizing each student.

Grades & Records

- [ ] Finalize grades and submit them by the deadline.
- [ ] Complete required reports, attendance records, and assessments.
- [ ] Return or archive student work according to school policy.
- [ ] Prepare transition notes for next year's teachers through approved channels.
- [ ] Shred or file confidential documents as school policy requires.
- [ ] Remove student data from personal devices according to district policy.

Family Communication

- [ ] Send home student work, portfolios, and personal items.
- [ ] Share summer learning ideas and resources with families.
- [ ] Send a closing message thanking families for their partnership.
- [ ] Confirm families know how to reach the school over the summer.

Classroom Closing

- [ ] Inventory books, materials, and technology.
- [ ] Collect and check in student devices and textbooks.
- [ ] Return borrowed items to colleagues, the library, or the office.
- [ ] Clean, cover, and pack the classroom as facilities directs.
- [ ] Label boxes and furniture for summer cleaning or room moves.
- [ ] Photograph your room setup for reference next year.

Reflection & Next Year

- [ ] Reflect on what worked well and what to change.
- [ ] List supplies and materials needed for next year.

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- [ ] Back up digital files, lesson plans, and gradebook records.
- [ ] Update curriculum notes and pacing for next year.
- [ ] Complete checkout procedures with your administrator.

Notes