Teacher Paperwork Checklist

Administrative Tasks · PreK–12

Stay on top of daily, weekly, and term paperwork with reliable filing systems and secure handling of student records.

Daily

- [ ] Submit attendance on time.
- [ ] Record late arrivals, absences, and make-up work.
- [ ] File notes from family communication.
- [ ] Document behavior incidents according to school procedures.
- [ ] Log accommodations provided when your school requires it.

Weekly

- [ ] Enter grades on your school's schedule.
- [ ] Submit lesson plans if required.
- [ ] Return forms, permission slips, and surveys.
- [ ] Update your class calendar and deadline list.
- [ ] Check your mailbox and staff communications.

Monthly & Term

- [ ] Complete progress reports and report cards by the deadline.
- [ ] Submit purchase requests and reimbursement receipts.
- [ ] Track professional development hours and certificates.
- [ ] Complete required trainings before their deadlines.
- [ ] Check records for missing assignments or grades.

Organization Systems

- [ ] Keep a digital folder system organized by year, class, and topic.
- [ ] Use one calendar for all deadlines and meetings.
- [ ] Set up a paper inbox and a weekly filing routine.
- [ ] Back up important digital files regularly.

Records & Confidentiality

- [ ] Store student records securely and lock confidential files.
- [ ] Share student information only with authorized personnel.
- [ ] Follow district retention and disposal rules for records.

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- [ ] Keep copies of your evaluations and licensure documents.
- [ ] Renew your teaching license and certifications on time.

Notes