

LOGISTICS

“NUTS AND BOLTS”

- Take the time to debrief about your summer/holidays with co-workers
- Get a planner!
- Clean your car now (you always have to fill it with tricks of the trade!) and you might not have another chance as the year progresses!
- Get maps (school district maps)
- Determine what you need on a daily basis (planner, forms, Velcro, tool kit, keys for buildings or storage sites) and decide how you're going to carry them---rolling box/backpacks, bag, briefcase, etc.
- Set up your office (voice mail, email, order new forms)
- Review your workload (school changes, new kids moving in/out, IEP and eligibility dates)
- Get district/school calendars (days off differ) – remember to mark those holidays!
- Make a cheat sheet of schools, teachers, names and numbers (can include any of the key players that you want)
- Get equipment out to buildings
- Consider using a “Scheduling” form (see example) to learn students' schedules---Do NOT do this immediately (or it will be filled with changes). Always include chocolate!
- For self-contained classes and for middle and high school students, obtain student schedules (put in planner)
- If you use computer template consult notes, update them now (may need to change grade or school)
- At the end of each school year, write a “TO DO” list for the fall of the next school year----or you WILL forget what you have to remember!