

Back to School Night

– CLASSROOM VISIT CHECKLIST –

Welcome Area

- ☐ Welcome sign is clearly visible
- ☐ Sign-in sheet for parents/guardians
- ☐ Name tags available for visitors
- ☐ Printed class schedule on display

Classroom Setup

- ☐ Student desks/tables neatly arranged
- ☐ Student work samples displayed
- ☐ Bulletin boards updated and themed
- ☐ Labels for areas and materials are clear

Learning Resources

- ☐ Curriculum overview or syllabus available
- ☐ Homework policy sheet ready
- ☐ Class rules & expectations posted
- ☐ Supply list available for parents

Information to Share

- ☐ Upcoming events calendar posted
- ☐ Communication channels shared
- ☐ Volunteer sign-up sheet prepared
- ☐ Grading policy handout ready

Teacher-Parent Interaction

- ☐ Short welcome speech prepared
- ☐ Time for Q&A scheduled
- ☐ Contact info cards or flyers ready
- ☐ Positive note about each student

Optional Extras

- ☐ Refreshments or snacks
- ☐ Student tour guides assigned
- ☐ Fun activity station for kids
- ☐ Thank-you note or small takeaway for parents