Daily Teacher Checklist

Daily, Weekly & Monthly · PreK–12

A full day's routine from morning prep through instruction, student support, family communication, and end-of-day reset.

Before Students Arrive

- [ ] Review the day's schedule, including specials, meetings, and duties.
- [ ] Prepare materials, copies, and technology for each lesson.
- [ ] Check email, messages, and staff announcements.
- [ ] Review yesterday's notes on students who need follow-up.
- [ ] Update the visual schedule and daily agenda.

Morning Routines

- [ ] Greet students by name at the door.
- [ ] Take attendance and submit it on time.
- [ ] Check in briefly with students who may need extra support.
- [ ] Review the day's learning goals with the class.

Instruction & Student Support

- [ ] Teach planned lessons and note where students struggle.
- [ ] Use quick checks for understanding during or after lessons.
- [ ] Provide accommodations as written in each student's plan.
- [ ] Recognize students who follow routines and expectations.
- [ ] Respond calmly and consistently when expectations are not met.

Communication

- [ ] Return family messages within your school's expected timeframe.
- [ ] Send a positive note or message to at least one family.
- [ ] Coordinate with co-teachers, support staff, or paraprofessionals.

End of Day

- [ ] Record grades, observations, and anecdotal notes.
- [ ] Note what to reteach or extend tomorrow.
- [ ] Reset the classroom and restock materials.
- [ ] Secure student records and confidential documents.
- [ ] Set out materials for tomorrow's first lesson.

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- [ ] List tomorrow's top three priorities.

Notes