



FREE PRINTABLE RESOURCE

Back-to-School Starter Kit

Print-and-Fill Forms for Elementary Teachers (K-5)

What's inside

Everything the first two weeks ask of you, in one file. Set-up and first-day checklists, class roster, seating chart, first-week planner, and the routines list to teach. Ready-to-cut name tags, cubby labels, and supply bin labels. Student pages: All About Me, Getting to Know You, goals, jobs, birthdays, and an interest inventory. For families: a fill-in welcome letter, family information form, supply list, Meet the Teacher checklist and sign-in, volunteer sign-up, contact log, and a blank note home.

Print what you need. Nothing here has to be used in order, and every form works again next August.

Format: 30 printable pages | Print & digital | Reuse every year

SECTION ONE

Before Day One

Set-up checklists, roster, seating chart, and the first week planned on one page.

Classroom Setup Checklist

Work down the list in the week before students arrive. Tick as you go so nothing is left until the night before.

- ☐ Wipe down desks, tables, and chairs; check every chair is stable
- ☐ Arrange desks in your starting layout and count the seats twice
- ☐ Test the projector, board, speakers, and document camera
- ☐ Log in to every device and check the class list has loaded
- ☐ Put up the word wall, calendar, and number line
- ☐ Set up the classroom library and label the book bins
- ☐ Set up the calm-down corner: cushion, timer, feelings chart
- ☐ Label cubbies, hooks, and mailboxes with student names
- ☐ Stock supply bins and set out pencils, glue, and scissors
- ☐ Print and laminate name tags, job cards, and schedule cards
- ☐ Post the daily schedule where students can see it from their seats
- ☐ Post classroom rules and the morning routine at student eye level
- ☐ Check that the emergency exit map is posted and current
- ☐ Prepare the first-day folder for each student
- ☐ Prepare a welcome note for each desk
- ☐ Confirm allergies, medical plans, and dismissal details with the office
- ☐ Set up your teacher desk: forms, sub binder, and this kit
- ☐ Walk the room at student height and look for anything you cannot see

Class & Contact Information

Fill this in once. Copy it into the sub binder and keep one at home.

TEACHER NAME

GRADE LEVEL

ROOM NUMBER

SCHOOL NAME

SCHOOL PHONE

OFFICE EXTENSION

PRINCIPAL

ASSISTANT PRINCIPAL

SCHOOL SECRETARY

SCHOOL NURSE

GRADE-LEVEL TEAM LEAD

THEIR ROOM

FIRST DAY OF SCHOOL

NUMBER OF STUDENTS

START OF SCHOOL DAY

END OF SCHOOL DAY

ARRIVAL PROCEDURE

DISMISSAL PROCEDURE

Class Roster & Key Details

One row per student. Keep this page with you for the first two weeks.

[illegible]

Seating Chart

Sketch your starting layout. Expect to redo it in week two - that is normal, not a mistake.

FRONT OF ROOM / BOARD

First Week at a Glance

Plan the whole week on one page. Keep day one light on academics and heavy on routines.

	Monday	Tuesday	Wednesday	Thursday	Friday

Specials & Weekly Schedule

Art, music, PE, library, lunch, recess, and any pull-out services.

[illegible]

First Day Routines to Teach

Teach and practice each one. A routine you only explain is a routine you will re-teach in October.

- ☐ How to enter the room and start morning work
- ☐ Where to put backpacks, lunches, and folders
- ☐ How to line up and walk in the hallway
- ☐ How to ask for the restroom
- ☐ How to get a drink of water
- ☐ How to sharpen a pencil and what to do when it breaks
- ☐ How to ask for help without calling out
- ☐ What to do when you finish early
- ☐ How we get quiet: the attention signal
- ☐ How to move to the carpet and back to seats
- ☐ Lunch and recess procedures
- ☐ How we clean up and stack chairs
- ☐ How to pack up for dismissal
- ☐ What to do in a fire drill and a lockdown drill

SECTION TWO

Day One with Students

Cut-out labels and the student pages that tell you who is in front of you.

Desk Name Tags

Print, write each student's name, and tape to the desk. Cut on the dashed lines.

MY DESK Name: _____ Room _____	MY DESK Name: _____ Room _____
MY DESK Name: _____ Room _____	MY DESK Name: _____ Room _____
MY DESK Name: _____ Room _____	MY DESK Name: _____ Room _____
MY DESK Name: _____ Room _____	MY DESK Name: _____ Room _____

Cubby & Hook Labels

For cubbies, hooks, mailboxes, and book boxes.

THIS BELONGS TO _____	THIS BELONGS TO _____	THIS BELONGS TO _____
THIS BELONGS TO _____	THIS BELONGS TO _____	THIS BELONGS TO _____
THIS BELONGS TO _____	THIS BELONGS TO _____	THIS BELONGS TO _____
THIS BELONGS TO _____	THIS BELONGS TO _____	THIS BELONGS TO _____
THIS BELONGS TO _____	THIS BELONGS TO _____	THIS BELONGS TO _____
THIS BELONGS TO _____	THIS BELONGS TO _____	THIS BELONGS TO _____

Supply Bin Labels

Cut out and tape to bins, drawers, and shelves.

SUPPLIES

Pencils

SUPPLIES

Glue sticks

SUPPLIES

Scissors

SUPPLIES

Crayons

SUPPLIES

Markers

SUPPLIES

Erasers

SUPPLIES

Paper

SUPPLIES

Rulers

SUPPLIES

Sticky notes

SUPPLIES

Headphones

Our Classroom Rules

Write the rules WITH your class on day one, then post this page. Rules students help write are rules students defend.

1.

2.

3.

4.

5.

When I Walk In

The morning routine, in order. Post it by the door at student eye level.

1.

2.

3.

4.

All About Me

A first-day page students keep in their folder. Read the prompts aloud for younger grades.

My name is _____ and I am _____ years old.
Draw or write: my family, my favourite food, something I am good at.
One thing I want my teacher to know about me is...

Getting to Know You

Students fill this in on day one. It tells you more in five minutes than a week of watching.

MY NAME

WHAT I LIKE TO BE CALLED

MY FAVOURITE SUBJECT

THE SUBJECT I FIND HARDEST

A BOOK I LIKED

SOMETHING I DO AFTER SCHOOL

I LEARN BEST WHEN

SOMETHING THAT MAKES SCHOOL HARD FOR ME

SOMEONE AT SCHOOL I CAN GO TO

AT HOME I CAN GO TO

ONE THING I WANT TO GET BETTER AT THIS YEAR

My Goals for This Year

Keep this page and hand it back in January. Students are always surprised by what they wrote.

One thing I want to get better at: _____
One thing I will do to get better at it:
One way my teacher can help me:

Classroom Jobs

Write the jobs, then clip a name card beside each one. Rotate weekly.

Birthday Chart

Fill in as forms come back. Summer birthdays get a half-birthday so nobody is missed.

Month	Student	Day	Month	Student	Day

Student Interest Inventory

One line per student. Use it to pick book recommendations and word problems that mention things they actually like.

[illegible]

SECTION THREE

Families

The welcome letter, the forms you need back, and Meet the Teacher night.

Welcome Letter to Families

Fill in the blanks, print on your letterhead, and send home on day one.

Dear Families,

Welcome to _____ grade. My name is _____ and I am delighted to be your child's teacher this year. We are in room _____, and our school day runs from _____ to _____.

My goal this year is simple: every child in this room should feel safe, known, and capable. Academics follow from that, not the other way around.

A few practical notes. Please send a water bottle and a healthy snack each day. Our specials schedule is attached - PE days are _____, so trainers are helpful. Homework will come home _____ and is due _____.

The best way to reach me is _____. I check messages _____ and will reply within _____ school days. If something happens at home that might affect your child's day, a short note in the morning helps me more than you know.

Please complete and return the family information form that came with this letter. It takes five minutes and tells me who to call, who may collect your child, and anything I should know about allergies or medical needs.

I am looking forward to a good year together.

Warmly, _____

Family Information Form

Please complete and return by _____. This form stays in the classroom and is used only for school purposes.

STUDENT'S FULL NAME

NAME THEY GO BY

DATE OF BIRTH

GRADE

PARENT / GUARDIAN 1

RELATIONSHIP

BEST PHONE

EMAIL

PARENT / GUARDIAN 2

RELATIONSHIP

BEST PHONE

EMAIL

EMERGENCY CONTACT (NOT A PARENT)

PHONE

ADULTS APPROVED TO COLLECT THIS CHILD

ALLERGIES

MEDICAL NEEDS OR MEDICATION

HOW YOUR CHILD USUALLY GOES HOME

BUS NUMBER

LANGUAGE SPOKEN AT HOME

INTERPRETER NEEDED?

ANYTHING YOU WOULD LIKE ME TO KNOW ABOUT YOUR CHILD

Supply List Letter

Fill in your list, print, and send home with the welcome letter.

Dear Families,

Here is what your child will need for _____ grade. Everything on this list is shared or replaced through the year, so please do not feel it has to be new or branded.

Please bring by the first week: _____

Additional supplies: _____

More if needed: _____

Helpful but optional: _____

Optional notes: _____

Please label with your child's name: _____

If any item on this list is difficult to provide, please tell me. We have supplies set aside and no child will go without. A short private note is all it takes.

Thank you, _____

Meet the Teacher Night Checklist

Run through this the afternoon before. Open-house evenings go wrong in small, predictable ways.

- ☐ Print the sign-in sheet and put out two pens
- ☐ Set out name tags for families at the door
- ☐ Print the welcome letter and family information forms
- ☐ Print the supply list and volunteer sign-up sheet
- ☐ Put a labelled desk or cubby out for each child to find
- ☐ Set out an activity so early arrivals have something to do
- ☐ Prepare a 3-minute version of what you will say, and time it
- ☐ Have a plan for the one family who wants a long private conversation
- ☐ Write your contact details large on the board
- ☐ Check the room from the doorway: is it obvious where to go?
- ☐ Have tissues, spare pens, and a chair for anyone who needs one
- ☐ Decide who covers the room if you are pulled away

Meet the Teacher Sign-In

Ask families to sign in as they arrive so you can follow up with anyone who could not come.

[illegible]

Volunteer & Donation Sign-Up

Offer specific, small jobs. 'Help sometimes' gets no takers; 'cut laminating for 30 minutes on Fridays' does.

What is needed	When	Name	Contact

Family Contact Log

Log every call, note, and conversation. On the day you need this record, you will need it badly.

Date	Student	Who / how	Reason	Outcome / follow-up

Note Home

A blank note for anything: good news, a reminder, a request. Send the good-news ones in the first two weeks.

To the family of: _____ Date: _____
From: _____
