



Back to School Checklist

This checklist has been created, not in order of importance, rather, it has been organized in clusters of appointments, information to prepare others, information to prepare your child, setting routine, making purchases, and general To Do items. They are all important but we acknowledge each of us has a different amount of time and energy available. Choose the items you know you can complete and know that if all items are not completed by Day #1 they can also be addressed after school begins.

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	Make doctor appointments to check vision and hearing	If this has not been completed in the last year or if you have noticed any recent changes to vision/ hearing (recommended yearly)
	Make a dental appointment	If not completed within last 6 months. Unaddressed underlying pain can result in inattention and negative behavior (recommended every 6 months)
	Make arrangements for thyroid function test	If not completed within last year.(recommended yearly)
	Check any medications	Check amounts and expiration dates- remember that if your child will receive medication at school a form will need to be updated yearly by your child's doctor- this may take time so plan ahead.
	Document your Vision for your child's future	Start where they are now- think about where you want her/ him to be in 10 years and then pinpoint 3-5 important activities/ supports you would like to see in place to support that vision over the next year. Make copies to share with key players in your child's support circle. Be familiar with this document- be prepared to engage in conversation to share this vision with others.
	Write an Introduction letter for your child	At a minimum this should include your child's strengths as well as needs and successful strategies for addressing those needs. (Have multiple copies for key players on your child's team).
	Identify any key changes in growth or needs that occurred over the summer weeks	Updates key players on your child's team- don't forget any changes to things that motivate your child during a rough patch or difficult activity
	Create an All About Me Document	This should share important information about your child and give others information your child would want them to know but that he/ she may not be able to communicate independently.
	Be familiar with your child's IEP and where you have it stored	Be prepared to request a meeting if any changes are needed- remember that certain minor changes may be able to be addressed through an addendum that is sent home.
	Create IEP at a glance	Should include goals/ due dyes as well as services and accommodations and modifications as a quick reminder for your child's team
	Create a contact list of important people and updated contact information	Emergency contacts and those who will pick up your child after school. Distribute to teacher and the school office.
	Provide medications to school nurse and medication list to key players for your child	Though it may seem advisable during a trial period not to inform school staff of medications this can be a dangerous practice and is not recommended in case of emergency/ reaction.
	Request the name of your child's teacher and room number from the principal	Principals often return to school weeks prior to the first day for other staff and students. Don't forget to ask if there have been any changes to familiar staff members so that you can prepare your child, in advance. You may have to explain why this is helpful for your child.

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Take your child to the school for a tour or reminder visit	Some campuses are locked when not in session- call ahead for availability so as not to cause further distress. Emphasize this is a visit and that your child is not staying for a full school day.
Identify and communicate changes in expectations due to advanced age/ grades	Think about location of the classroom in the school and any other routines that may be different as your child progresses through the grades.
Review the previous year and talk about the coming year with your child	Show pictures, take out saved work, talk about special events or interactions with friends from the year before and talk about what might be possible this year.
Create a Summer Vacation Book	This will help your child generate thoughts of things they can share with their teacher and class. Make a second copy, if possible, and send to school with your child.
Request a class list	You may be able to get this with first names only so that you can identify classmates when debriefing about your child's day.
Adjust sleep and meal schedule	Start by 10 minutes adjustments every day to mimic the schedule you will use for the return to school.
Create a homework area	Identify the routine and how much your child will be expected to do to be responsible for this area (Do they take their backpack here or take their folder out and place it there?)
Create a lunch box lists of items your child is likely to eat	This can help with easier meal preparation/ support variety during the week. Be especially aware of foods that may be more messy than others- you may want to avoid these during school hours.
Create a weekly schedule with school requirements/ extra- curricular activities	During the Back-to-school rush it can be easy to forget previously scheduled appointments and activities. Strive for a balance during the week.
Create/ Re-establish a morning routine	Consider if there are changes needed from last year. What was successful and what needs extra support to run more smoothly- identify areas your child can be more independent as they grow and if more time will be needed to support this.
Purchase needed school clothes	Sift through current clothes for those that no longer fit or have succumbed to daily life. Replenish where needed. Does your school wear a certain color on a certain day- be sure your child can be included in this activity.
Purchase foods for school	Use lunch box list you created and stock up on non- perishable favorites as well as be sure to have enough perishables for the week- don't forget about breakfasts and snacks too!!
Purchase school supplies	Many teacher's have supply lists available on their websites. Consider any extra items that may motivate your child to complete assignments.
Complete any forms needed for school	Many forms need to be updated annually and may be available on your school website or portal system. Avoid missing deadlines by completing these forms ahead of time.
Look at the school calendar for upcoming events	Secure child care arrangements, ahead of time, so that you can participate in as many school activities as possible. Think about when it is appropriate to bring your child, your family, or maybe leave siblings with supervision at home so that you can fully support your child in a school event.