

PLAINFIELD OPENING OF SCHOOLS CHECKLIST DATE _____

TARGET AREA	PERSON(S) RESPONSIBLE	COMPLETION/VERIFICATION DATE	COMMENTS/FOLLOW-UP
Master Schedule			
Required Textbooks for All Students			
Teaching on the First Day Evident			
Faculty Handbook			
Parent Handbook			
Emergency Handbook/Procedures			
Fire Evacuation/Crisis Drill			
School Mission Statement			
District Mission Statement			
Registration Procedures			
Opening Day Procedures			
Bus Schedule/Procedures			
Arrival/Dismissal Procedures			
Media Center/Open First Day			
Classrooms Furnished			
Classrooms Cleaned (floors, windows, furniture, dust)			
Classroom Literate & Visually Stimulating			
Classroom Libraries/Reading Area			
Technology Visible & Operational in Classrooms			
Flag & Clock In Classrooms			
Welcoming, Friendly, & Professional Environment (School entrance & Main Office)			
Visitor Sign in Location Request			
All Restrooms Clean & Sanitary (tissue, paper towels, soap)			
Lawn freshly manicured			
Flower beds, hedges, fence lines neatly trimmed			
Walkways & hallways cleaned & clear of debris			
Trash receptacles readily available			

School Name: _____

Principal/Administrator Name: _____

Signature: _____